Comox Strathcona Waste Management

Staff Report

DATE: March 8, 2021

FILE: 5360-30/Organics

TO: Chair and Directors
Comox Strathcona Waste Management Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: **Solid Waste Management Plan Targeted Amendment – Regional Organics Composting Facility**

Purpose

To proceed with a targeted amendment to the 2013 Comox Strathcona Waste Management (CSWM) Solid Waste Management Plan (SWMP) to include an organics transfer station and regional composting facility in support of organics management and current diversion targets in the SWMP.

Recommendation from the Chief Administrative Officer:

THAT the attached targeted amendment to the 2013 Comox Strathcona Waste Management Solid Waste Management Plan be submitted to the Ministry of Environment and Climate Change Strategy for approval in support of the regional organic composting project;

AND FURTHER THAT the targeted amendment be provided to participating municipalities to request letters of endorsement to be included in the Comox Strathcona Waste Management Solid Waste Management Plan targeted amendment application.

Executive Summary

- The current SWMP supports the regional composting project regarding the management of organics to advance the CSWM's waste diversion goals.
- Feedback from the Ministry of Environment and Climate Change Strategy (ENV) indicated a targeted amendment to the current SWMP is required to detail the location and processing capacity of the transfer station and compost facility, as well as to provide confirmation of adequate public and stakeholder consultation with respect to siting, potential environmental, social and financial impacts.
- In March 2019, the CSWM Board (Board) approved to initiate a targeted amendment to the current SWMP for the CSWM service.
- The targeted amendment application and supporting documentation have been prepared for submission. Upon approval by the Minister of Environment and Climate Change Strategy (Minister), staff will proceed with a competitive procurement process for construction of the facilities.

Prepared by:	Concurrence:	Concurrence:
C. Makinson	***V. Schau***	***M. Rutten***
Cole Makinson, P.Eng. Manager of CSWM Capital Projects	Vivian Schau Senior Manager CSWM Services	Marc Rutten, P.Eng. General Manager Engineering Services

Background/Current Situation
The Regional Organic Composting Facility provides in-region organics waste processing critical to achieving the waste diversion goals in the current SWMP. The ENV has recommended that CSWM undertake a targeted amendment of the SWMP to include the location and capacity of the compost facility and transfer station, and to provide supporting documentation to demonstrate adequate public and stakeholder consultation for the project. In addition to the targeted amendment of the SWMP, an operational permit from the ENV will be required under the Organic Matter Recycling Regulation (OMRR).

Policy Analysis
The SWMP for the CSWM service is required under the *Environmental Management Act* [SBC2003]. The CSWM service has implemented a majority of the initiatives outlined in the current SWMP, including the establishment of a pilot composting facility to divert organics from the landfill early on in its SWMP implementation for select municipal partners. Compostable organics remain the single biggest regional opportunity in waste diversion to advance the goals of the CSWM SWMP. To that end, a regional organics composting facility is required to divert organic waste on a commercial scale, which requires a targeted amendment to support the detailed infrastructure improvements.

Options
The CSWM Board has the following options for consideration:

1. Recommend submission to the ENV for the targeted amendment of the SWMP supporting a regional organics composting facility and transfer station.
2. Not proceed with a targeted amendment to the SWMP and provide staff with further direction.

An amendment to the current SWMP is in support of section 9.1 for development of organics processing capacity, as well as section 17 for increasing diversion rates to the current landfills. Option 1 is recommended.

Financial Factors
The overall project cost is $15.5 million, with $6.4 million to be funded by grants and the remaining $9.1 million to be funded from CSWM capital reserves.

Legal Factors
The *Environmental Management Act* [SBC2003] requires that all regional districts prepare and submit a SWMP to the Province of BC. Final plans are approved by the Minister.

Intergovernmental Factors
The CSWM service has been working closely with participating municipalities throughout the development of the project.

Continued engagement with the four First Nations in the CSWM service area with traditional lands within the project areas are ongoing. A summary of engagement will be submitted in support of the OMMR operational certificate, as well as the targeted amendment.

Interdepartmental Involvement

The project is led by Engineering Services and supported by the Communications department for project communications and by Financial Services for project tendering and contract review.

Citizen/Public Relations

Recognizing community consultation is not only a mandatory part of the ENV's targeted amendment process as outlined in the ENV's *Guide to the Preparation of Regional Solid Waste Management Plans by Regional Districts*, public support is critical to the success of the overall regional waste diversion strategy. As such, CSWM is conducting a comprehensive two-phase public engagement process. The goal of Phase 1 engagement, conducted in January 2020, was to gather community feedback and hear public concerns regarding the project. Phase 2 engagement, currently underway and will be reported out in April 2021, is structured to present the design of the facility and showcase how public feedback from Phase 1 engagement was addressed. The engagement summary reports will be appended to the SWMP targeted amendment submission, and will also be used to support the OMRR permit application.

Attachments: Appendix A – "Solid Waste Management Plan Targeted Amendment – Regional Organic Composting Facility"

COMOX VALLEY WASTE MANAGEMENT

2021 SOLID WASTE MANAGEMENT PLAN ADDENDUM

Regional Organics Composting Facility and Organics Transfer Station

Prepared For:
COMOX VALLEY REGIONAL DISTRICT

Prepared By:

SPERLING HANSEN ASSOCIATES

March 3rd, 2021

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1 BACKGROUND

In British Columbia, each regional district is mandated by the Province to develop and implement a Solid Waste Management Plan (SWMP)that provides a long term waste diversion and disposal vision and strategies for solid waste management over a ten year period. Plans are updated on a regular basis to ensure that the plan reflects the current and future needs of the service area.

The Comox Strathcona Waste Management (CSWM) service has implemented the majority of the initiatives outlined in the 2013 Solid Waste Management Plan , including the establishment of a pilot composting facility to divert organics from the landfill early on in its SWMP implementation for select municipal partners. Compostable organics remains the single biggest regional opportunity in waste diversion to advance the goals of the CSWM SWMP. To that end, a regional organics composting facility is required to divert organic waste on a commercial scale. CSWM successfully secured funding through the federal New Building Canada Fund and provincial Organic Infrastructure Program, with the balance to be funded from capital reserves.

In early 2020, the Ministry of Environment and Climate Change Strategy (ENV) recommended that the Comox Valley Regional District (CVRD) undertake a targeted amendment to the 2013 CSWM SWMP to incorporate the development of:

1) a regional organics composting facility at the Campbell River Waste Management Center (CRWMC) in Campbell River, specifically the Crown Lease referred to as Block J; and
2) an organics transfer station at the Comox Valley Waste Management Center (CVWMC) in Cumberland.

Although these projects are supported in the current SWMP, the locations of the facilities were not known at time of plan development, and the timing of the next SWMP full review and update scheduled for 2023 does not align with the deadline for use of grant funding commitments.

The primary reason for this targeted amendment is to assure the ENV that the public and stakeholders have been adequately consulted with respect to siting, potential environmental, social and financial impacts and potential regulatory changes. Along with other regulatory requirements (e.g. permits), approval of the targeted amendment (also called the SWMP Addendum) by the Minister of Environment and Climate Change Strategy (the Minister) is required prior to the award for construction of the facilities.

The CVRD operates the CSWM service and is responsible for solid waste management planning in both the CVRD and the Strathcona Regional District (SRD) geographic areas. The service is governed by a board of directors that includes elected officials from member municipalities and electoral areas of both regional districts. Member municipalities are responsible for implementing waste collection programs within their jurisdiction. The CSWM Board of Directors has the authority to approve this SWMP Addendum for submission to the Minister.

Guiding Principles. The principles listed below and referenced from the 2013 SWMP take into consideration the waste management hierarchy (reduce, reuse, recycle, recover, residuals),Provincial guidelines, and organics processing, compost use and land use regulatory requirements which formed the basis for development of the two new facilities.

a) Solid Waste is a resource.
b) The consumption of material and energy resources should be set at a level which is ecologically sustainable.
c) The regional solid waste stream should be reduced to the greatest extent possible, in accordance with the hierarchy of reduce, reuse, recycle, recovery and residual waste management and consistent with local resources and the nature of the regional solid waste stream.
d) The goal of environmental policy is to strive towards zero pollution and the strategies for achieving that goal are in accordance with the precautionary principle.
e) Individuals and firms will be enabled to make environmentally sound choices about consumption of resources and generation of waste through provision of appropriate information, including user-pay and market-based incentives wherever possible.
f) Reduction policies and strategies will be developed through public consultation and are socially acceptable and cost-effective, based on full accounting of costs and benefits, both monetary and non-monetary.

1.1 Diversion Quantities

In 2012, the waste diversion rate was estimated to be 51% with an annual per capita disposal rate of 610 kg. In 2016, the Five-Year SWMP Effectiveness Review concluded the waste diversion rate had dropped to 47% but CSWM observed a 14% reduction in disposal rate to 570 kg/capita (Morrison Hershfield, *Five-Year Effectiveness Review Report*, 2018). With the full implementation of the reduction, reuse and recycling initiatives of the SWMP, the diversion from landfill is expected to reach 70% by 2022 or 380 kg/capita. Future SWMP reviews will assess the contribution of organics diversion in the advancement of the CSWM SWMP waste diversion goal of 70%.

A Waste Composition Study conducted in 2017 at the CRWMC and CVWMC estimated that the organics diversion potential in the service area is 29% of total disposed quantities by weight including food waste (20%), yard waste (4.6%) and tissue/towelling (4.1%) from all sectors. (AET Group, *Waste Composition Report*, 2018). This snapshot in time indicates there is potential to divert approximately 18,200 tonnes/year based on the 2020 disposed waste quantity of 62,750 tonnes if 100% was captured through local collection programs. The ability to divert the total quantity of organics currently disposed in the wastesheds relies on the public's buy-in and desire to use collection programs and communication and education program success. It is rare for communities to build processing capacity based on 100% of diversion potential.

In order to size the new facilities appropriately, a study was conducted in early 2018 to determine the quantities that could practically and reasonably be collected from the single (SF) and multi family (MF) residential streams. The study took into consideration data from existing food waste

and co-mingled food and yard waste collection programs in other regions and municipalities, as well as the number and type of SF and MF households in the service area. Table 1 below outlines the quantities used to develop the new facilities at startup and initial buildout.

Table 1 - Organics Quantities by Municipality

	Campbell River				Courtenay				Comox				Cumberland				
Year	SF	MF	YW	**Sub Total**	SF	MF	YW	**Sub Total**	SF	MF	YW	**Sub Total**	SF	MF	YW	**Sub Total**	TOTAL
2023	1,636	408	2,749	**4,793**	1,289	383	2,165	**3,837**	727	180	1,222	**2,129**	208	26	350	**584**	**11,343**
2038	2,046	550	3,437	**6,033**	1,611	479	2,707	**4,797**	909	225	1,527	**2,661**	261	33	438	**732**	**14,223**

CH2M, *Technical Memorandum, Residential Organics Waste Quantities and Characteristics*, March 2018

For the ICI sector, estimates on potential tonnage and breakdown by sector were reviewed in 2018. These preliminary figures were used to determine a set tonnage of ICI generated organics that could eventually be relied upon as feedstock for the regional composting facility. The intention is to slowly capture the larger uncontaminated quantities from the ICI sector. Although there is some risk with dependence on feedstock from the commercial hauling sector, expansion potential will be built into the facility design at the outset to allow for flexibility to accommodate low contamination ICI organics. A more thorough review of organics contributions from the ICI sector will be undertaken as part of the SWMP update planned for 2023.

1.2 SWMP Addendum Area and Participants

The following figure (Figure 1) shows the outlines of the wastesheds that encompass the CVRD and SRD, and the locations of the CRWMC and CVWMC. Organics are expected to flow from the Comox Valley Wasteshed through the new transfer station at the CVWMC to the new regional composting facility at the CRWMC, and direct hauls to the new regional composting facility from the Campbell River Wasteshed. Organics currently collected curbside in Comox and Cumberland, and composted at the pilot composting site at CVWMC, will be redirected to the new facility. Co-mingled curbside organics collection programs are expected to be implemented in Campbell River and Courtenay in late 2022. Approximately 30,000 single family residences are expected to have organics (yard and food waste) collection at the outset. The CSWM service will work with municipalities on future timing for integration of multi-family organics collection in the 2023 SWMP update.

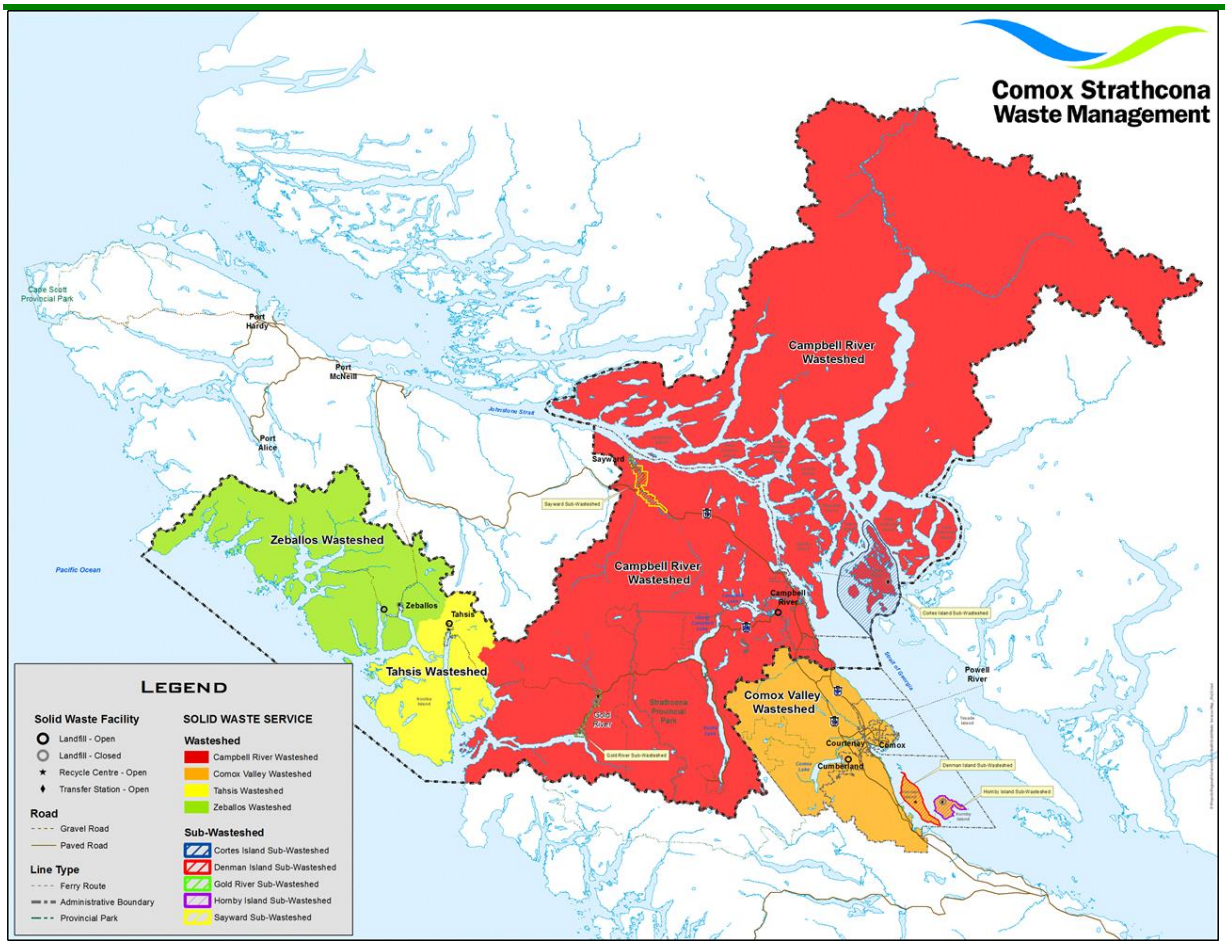


Figure 1 - Plan Area

2 ORGANICS MANAGEMENT

Some organics diversion programs are in place in many areas of the CSWM service area. In the residential sector, yard waste (Courtenay and Campbell River) or co-mingled food and yard waste (Comox and Cumberland) is collected curbside, a substantial and long term regional Backyard Composter Program continues to be in place in the rural areas, and composting education has been a priority program for CSWM. As recommended in the 2013 SWMP, outlined in the 2017 Waste Composition Study, and then reiterated in the 2018 Five-Year Effectiveness Review, organics diversion continues to be an important strategy to meet regional waste reduction goals, extend the lives of the regional landfills, reduce greenhouse gas emissions, improve operations efficiencies, and better utilize a valuable resource currently disposed. Securing organics processing capacity in the service area has been an ongoing primary objective of the CSWM Board.

A comingled yard/food waste pilot composting program was implemented in 2013 at the CVWMC to evaluate collection and composting using Gore® technology. Approximately 2,000 tonnes/year has been collected from Comox and Cumberland since 2013.

In 2017, CSWM successfully secured the federal New Building Canada Fund grant to design and build a regional organics processing facility in Campbell River and a transfer station at the CVWMC in Cumberland, with the aim of expanding the composting pilot project to increase diversion capacity. A siting study was conducted in 2018/19, and in collaboration with the City of Campbell River it was decided that the property adjacent to the soon-to-be closed CRWMC landfill, specifically the Crown Lease Block J, would be the best location for the regional organics processing facility. Subsequent to commitment by the CSWM Board in November 2017, consulting services were procured to assist with the following:

- determining the best transfer option to haul organics from the CVWMC to the CRWMC

  COMPLETED
- conducting a qualitative evaluation of composting technologies

  COMPLETED
- evaluating the geotechnical suitability of the building sites

  COMPLETED
- designing, construction services and commissioning of a membrane covered aerated static pile composting facility and transfer station

  ONGOING
- conducting public consultation and engagement

  NEARING COMPLETION – TARGETING END OF APRIL, 2021

3 FINANCIAL

The capital cost of the two new facilities is budgeted at $15.5 M. Cost recovery for the capital works is funded through the New Building Canada Fund and the BC Organics Infrastructure Program grants totaling $6.4 M and the balance of $9.1M from CSWM capital reserves.

The cost projections took the following into consideration:

- environmental protection requirements;
- long term sustainability of the organics management system;
- a detailed project risk assessment;
- a net present value analysis;
- lifecycle considerations over 20 years (capital and operating costs); and
- organics program uptake by residential curbside collection service participants.

Operating costs for the organics management program will be recovered through tipping fees.

4 POTENTIAL IMPACTS

This section describes potential impacts associated with this SWMP Addendum, specifically the planned changes to the organics management system in the CVRD and SRD.

Potential environmental impacts were evaluated as part of the siting study for the regional composting facility on Block J. A geotechnical investigation conducted in summer of 2020 showed that the locations for the transfer station and composting facility are favourable. A summary of the consultants report submitted in February 2019 combined with additional relevant siting advantages is provided in Table 2 below.

Table 2 - Siting Study Summary

Potential Impact	Comments
Topography	Site is located on a gradual slope in a lower area of the CRWMC property and has excellent drainage and an existing stormwater infiltration pond. Existing trees onsite will be maintained to provide visual buffers. This is advantageous from both site drainage and visibility viewpoints. Working with the Agriculture Land Commission, the site was approved for a composting facility in the previously cleared landfill gravel extraction area.
Proximity to Land Users	There is one residential property adjacent to Block J, approximately 300m away from the composting facility. The tree buffer and facility design features significantly lowers the risk of odour, noise and dust complaints from adjacent landowners and Argonaut Road. Staff is working diligently with adjacent landowners during the design phase of the project to address and mitigate any concerns.
Buffer Areas	The area is currently heavily treed which will be maintained along the property lines to act as a buffer between the facility and the adjacent landowners and Argonaut Road.
Vectors	Control of vectors will not be affected by site location.
Fires	As part of the City of Campbell River development permit submission, the facility design will include a fire control plan. Additionally, best management practices for the compost operation will be followed to minimize risk of fire.
Weather Conditions	Stormwater including peak storms will be managed by the existing on-site stormwater management pond sized to support the landfill and new composting facility. Wind patterns will not vary with the new composting facility in relation to the existing landfill.
Wetlands & Flood Plains	The site is on a slope and has excellent drainage. There are no anticipated issues with either wetlands or flood plains. An existing landfill stormwater infiltration pond has been constructed on the site and leachate will be managed using on-site holding tanks and a lined pond.
Vehicular Traffic	Vehicular traffic would access the site through a driveway approach off Argonaut Road. Traffic impacts will be minimal, as organic waste collection will integrate with the existing waste collection system. The main access to the site will be from Highway 28, which will not affect most neighbouring properties on Argonaut Road.

Leachate, surface water and odour management are important aspects being considered as part of the facilities design process. Page 3 of the design summary document developed as part of the public consultation process and appended to this SWMP Addendum (Appendix A) shows where the biofilter for odour control (treats odour from the enclosed tipping, mixing and primary

composting building), the stormwater retention pond for surface water management and the leachate holding tanks for leachate collection are located. Domestic water supply will be sourced from a holding tank and non-potable water supply will be sourced from a drilled well. Management of surface water, leachate, litter, vectors, noise, traffic and odour at the transfer station will be integrated with existing systems at the CVWMC.

Although there are no substantive negative social or economic impacts associated with the implementation of the planned organics collection, transfer and processing system, there are substantial positive impacts resulting from diversion of organics from disposal, as follows:

- preservation of landfill capacity
- production of a compost product that can be used for soil amendment in parks, private properties, agriculture, reforestation, habitat and wetland restoration and industrial land revitalization
- contribution to land preservation, healthy soils, and food production
- reduction of Greenhouse Gas (GHG) emissions at landfill sites
- generation of potential revenue if GHGs sold as offsets
- costs and energy savings with chemical fertilizer replacement
- treatment of landfill gas emissions when used for landfill closures
- reduction of landfill leachate quantities and management costs
- protection of human and environmental health
- reduction of landfill safety risks
- provides opportunities for teaching, training and employment.

Facility engineering commenced in summer 2020 with a geotechnical assessment of the transfer station and composting facility and the issuance of a Request for Proposals for Design-Bid-Build consulting services. The design, construction services and commissioning of the facilities was awarded in October 2020.

5 MONITORING AND EVALUATING EFFECTIVENESS

The upcoming SWMP review and update will include an evaluation of the new collection, transfer and composting system in CSWM service area and again as part of the Five-Year Effectiveness Review process. Organics management will be monitored in the same manner as other waste reduction and recycling programs are currently and as specified in the 2013 SWMP.

6 DISPUTE RESOLUTION

The dispute resolution process for organics management will remain as outlined in the 2013 SWMP for all objectives and strategies listed.

7 CONSULTATION AND PLANNING PROCESS

The community consultation expectations as outlined in the ENV's *Guide to the Preparation of Regional Solid Waste Management Plans by Regional Districts* formed the basis of the consultation process. Recognizing community consultation is not only a mandatory part of the

targeted amendment process, public support is critical to the success of the overall regional waste diversion strategy. As such, the CVRD contracted the services of the Tavola Strategy Group in January 2020 to conduct a comprehensive two-phase public engagement process for the new organics management strategy starting January 9, 2020, specifically regarding construction and operation of a transfer station at the CVWMC and a regional organics composting facility at the CRWMC (Block J). This consultation approach was:

- presented and supported by the CSWM Board;
- vetted by an external consulting firm, Sperling Hansen Associates Inc., with extensive solid waste management planning expertise to confirm that the CVRD's consultation efforts met/exceeded the ENV consultation requirements; and
- provided to the ENV (summary of Phase 1 consultation) on June 3, 2020 for feedback to ensure alignment with ENV consultation requirements and expectations.

The goal of Phase 1 engagement, conducted in January 2020, was to gather community feedback and hear public concerns regarding the project. Phase 2 engagement, currently underway and will be reported out in April 2021, is structured to present the design of the facility and showcase how public feedback from Phase 1 engagement was addressed. The following is a list of engagement and process related activities followed by a summary of the consultation highlights. The detailed summary report for Phase 1 is provided in Appendix B. The Phase 2 consultation report will be submitted to ENV when completed in April 2021.

7.1 Public Engagement Communications

The following activities were undertaken to engage the public in planned changes to the organics management system:

- Issued News Release to announce the siting of the Regional Organics Composting Facility (https://www.comoxvalleyrd.ca/connect/news/location-new-regional-organics-facility-announced) – November 2019
- Letters to adjacent neighbors, First Nations, municipalities, stakeholders (environmental groups and waste management associations), and regulators informing of project goals and timeline – December 2019
- Launched Project Webpage (Online Engagement Portal) : www.cswm.ca/regionalorganics - January 2020
- Online Survey – *What We Heard* summary report attached in Appendix B – January 2020
- Open House (Campbell River, Maritime Heritage Centre) – included in the *What We Heard* summary report attached in Appendix B – January/February 2020
- Met with adjacent property owner regarding groundwater concerns at Block J – January 2020
- Direct correspondence with impacted property owners to update on contract award and next steps for 2021 – December 2020

- Updated key messaging and online documents related to facility design – January 2021
- Created downloadable PDF (infographic) for information on 50% design
- Compiled stakeholders database - ongoing review and update.

7.2 Local Government Consultations

The following activities were undertaken with local government representatives:

- Workshop – January 2020
- CSWM Advisory Committee Meetings - monthly project status updates and discussion
- Feedstock commitment letters received from participating municipalities Courtenay, Comox, Cumberland and Campbell River – summer 2020
- Updated CSWM Advisory Committee on public engagement process Phase 2 – January/February 2021
- Briefing note to Directors and staff regarding project – February 2021
- Invitation to Webinar (virtual meeting) sent to stakeholders – February 2021.

7.3 First Nations Engagement

Four First Nations in the CSWM service area with traditional lands within the project areas – K'ómox, We Wai Kai, Wei Wai Kum and Homalco First Nations – have been consulted through direct correspondence and actively participated in online meetings (December 2019, December 2020 and February 2021). Continued engagement and provision of the additional requested information is ongoing.

7.4 Activities Planned for March 2021

- Issue News Release launching online portal content with 50% design drawings
- Distribute electronic newsletter and email to previous open house attendees and Online Engagement Portal registered users
- Publish print ads for virtual open houses
- Conduct virtual neighbourhood meeting for impacted property owners – March 11
- Conduct virtual open houses - March 16 (lunch hour) and 18 (evening)
- Continued engagement with First Nations
- Monitor all questions and comments to continually inform engagement activities
- Continue awareness-raising through multiple communication channels (social media, print web-based) throughout consultation period.

7.5 Highlights of Phase 1 Engagement

1) *Online engagement* - 1,000 residents visited the online portal, 600 sought information to learn more about the Project and 541 surveys were completed.
   a) 93 per cent of online survey respondents indicated they are concerned about the environmental impact of landfilling food and yard waste
   b) 96 per cent agreed a composting facility and collection program are needed
   c) 90 per cent were happy, or had no concerns, with the mitigation measures proposed for managing odour, pests, groundwater, trees and wildlife and traffic at the site

2) *In-person* – open houses were held in the City of Campbell River on January 30 and February 5 at the Maritime Heritage Centre. There were 48 attendees present, including interested members of the public, neighbours and stakeholders.
   a) Residents from two neighbouring properties and representatives from the Campbell River Environmental Coalition opposed siting the project at Block J. Dust, air pollutants, noise, traffic, odours, pests and safety of groundwater were all identified as major concerns.

3) *Overall* - support for a regional organics program is strong, with many residents wanting to learn more about when curbside pickup will be available, and how the program will be implemented.

4) Residents from Campbell River had more concerns about potential impacts to neighbours, including odours, pests and water quality and monitoring than other communities.

5) Water quality, odour, pests, and carbon emissions ranked highest on the list of issues to be addressed within the design and operations of the facility.

6) There is a strong desire overall to see consistent monitoring and evaluation of mitigation measures to ensure best practices are in place.

7.6 Highlights of Phase 2

A summary report from Phase 2 consultation will be submitted in April 2021.

7.7 Bylaw Amendment

Tipping Fee bylaw amendments are expected mid-2022 prior to the opening of the transfer station and regional composting facilities to incorporate fees for comingled residential organics.

7.8 Organic Matter Recycling Regulation Permitting

An application for a permit to operate the new regional organics composting facility is planned for submission in April 2021.

7.9 Agriculture Land Commission Approval (ALC)

CSWM received ALC approval for Non-Farm Use on Oct 30, 2019, for the Block J site.

7.10 Building Permits (Cumberland and Campbell River)

Development applications are currently in process for the transfer station and composting facility. All necessary permits will be secured during the detailed design and construction implementation stage of the project.

8 IMPLEMENTATION

The implementation timeline for the design, construction, and commissioning of the transfer station and the composting facility is provided below. Implementation of new collection programs is expected to coincide with the opening of the composting facility.

Table 3 – Project Milestone Schedule

Milestone	Completion Date
Design Consultant Notice of Award	November 2020
Design Kick-Off Meeting	November 2020
Background and Conceptual Design Review	December 2020
Detail Design of Compost Facility and Transfer Station	March 2021
Public Engagement and Regulatory Approval Complete	June 2021
Construction Tender Award	June 2021
Construction Kick-off Meeting	July 2021
Substantial Completion, Wrap-up Reporting, and Documentation	April 2022
Commissioning and Testing of Facilities	April 2022
Commission and Opening of the Facility	May 2022

9 ENDORSEMENTS AND SUPPORT

Letters of feedstock commitment were received from the following organizations:

- City of Campbell River
- City of Courtenay
- Town of Comox
- Village of Cumberland

The resolution passed by the CSWM Board in support of the SWMP Addendum is provided in Appendix C along with the above-listed letters of support.

The Corporate Officer's certificate regarding adequate public consultation will accompany the phase 2 consultation summary report in April 2021 as well as specific endorsement letters from the participating municipalities for the SWMP targeted amendment.

Yours truly,

SPERLING HANSEN ASSOCIATES

Report prepared by:

Nicole Kohnert, P.Eng., FEC
Kohnert Environmental Consulting Services

Report reviewed by:

Dr. Tony Sperling, P.Eng.
Chief Engineer and President

10 STATEMENT OF LIMITATIONS

This report has been prepared by Sperling Hansen Associates (SHA) on behalf of the Comox Valley Regional District in accordance with generally accepted engineering practices to a level of care and skill normally exercised by other members of the engineering and science professions currently practicing under similar conditions in British Columbia, subject to the time limits and financial and physical constraints applicable to the services.

The report, which specifically includes all tables and figures, is based on engineering analysis by SHA staff of data compiled during the course of the project. Except where specifically stated to the contrary, the information on which this study is based has been obtained from external sources. This external information has not been independently verified or otherwise examined by Sperling Hansen Associates to determine its accuracy and completeness. Sperling Hansen Associates has relied in good faith on this information and does not accept responsibility of any deficiency, misstatements or inaccuracies contained in the reports as a result of omissions, misinterpretation and/or fraudulent acts of the persons interviewed or contacted, or errors or omissions in the reviewed documentation.

The report is intended solely for the use of the Comox Valley Regional District. Any use which a third party makes of this report, or any reliance on, or decisions to be made based on it, are the responsibilities of such third parties. Sperling Hansen Associates does not accept any responsibility for other uses of the material contained herein nor for damages, if any, suffered by any third party because of decisions made or actions based on this report. Copying of this intellectual property for other purposes is not permitted.

The findings and conclusions of this report are valid only as of the date of this report. The interpretations presented in this report and the conclusions and recommendations that are drawn are based on information that was made available to Sperling Hansen Associates during the course of this project. Should additional new data become available in the future, Sperling Hansen Associates should be requested to re-evaluate the findings of this report and modify the conclusions and recommendations drawn, as required.

APPENDIX A

Design Summary

Regional Organics Composting Facility

Comox Strathcona Waste Management

Located at the Campbell River Waste Management Centre

February 2021

Detailed Design

Planning and design for the new regional composting facility to be built at the Campbell River Waste Management Centre has progressed, and a design of the facility is now available.

This much needed facility will enable curbside organics collection for over 30,000 single-family homes in Campbell River, Comox, Cumberland and Courtenay. Processing organics in-region will ensure economic and environmental benefits for the community. Organic waste will become finished compost for agricultural and landscaping uses, diverting approximately 30% of collected waste from our regional landfill. The organics processing facility will be essential to manage solid waste cost effectively and achieve our regional waste diversion goal of 70%.

Informed by **extensive community input** on the facility in 2020, CSWM staff have worked closely with consultants Sperling Hansen Associates to design the site and facility. The facility, its operations and design incorporates best management practices, minimizes impacts to neighbours, and protects the environment while achieving best value for taxpayers by extending the life of the landfill and reducing operational costs.

The design will be finalized by Spring 2021 with construction commencing Fall 2021 and slated to be fully operational by Fall 2022, enabling the phased introduction of curbside organics collection by year end 2022.

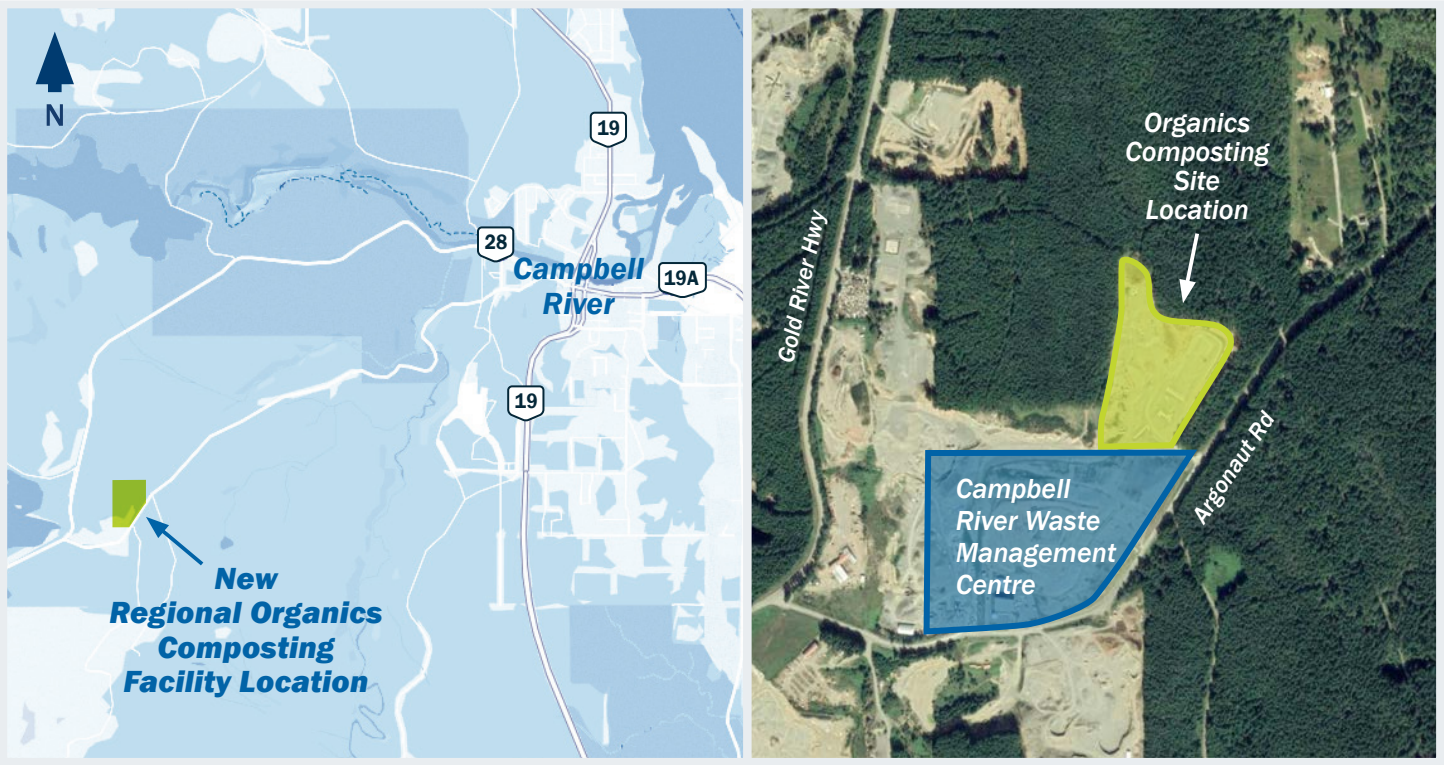
Comments or Questions?

Provide comments or ask questions at:
connectcvrd.ca/regionalorganics

For more information visit: **cswm.ca/regionalorganics**

Project at a Glance

The regional composting facility will be built at the Campbell River Waste Management Centre, located at 6300 Argonaut Road. Organics collected from residential homes in Campbell River will be transported directly to the facility. A transfer station will be constructed at the Comox Valley Waste Management Centre to consolidate and transport organics collected from residential homes in Comox, Cumberland and Courtenay to the regional composting facility in Campbell River.



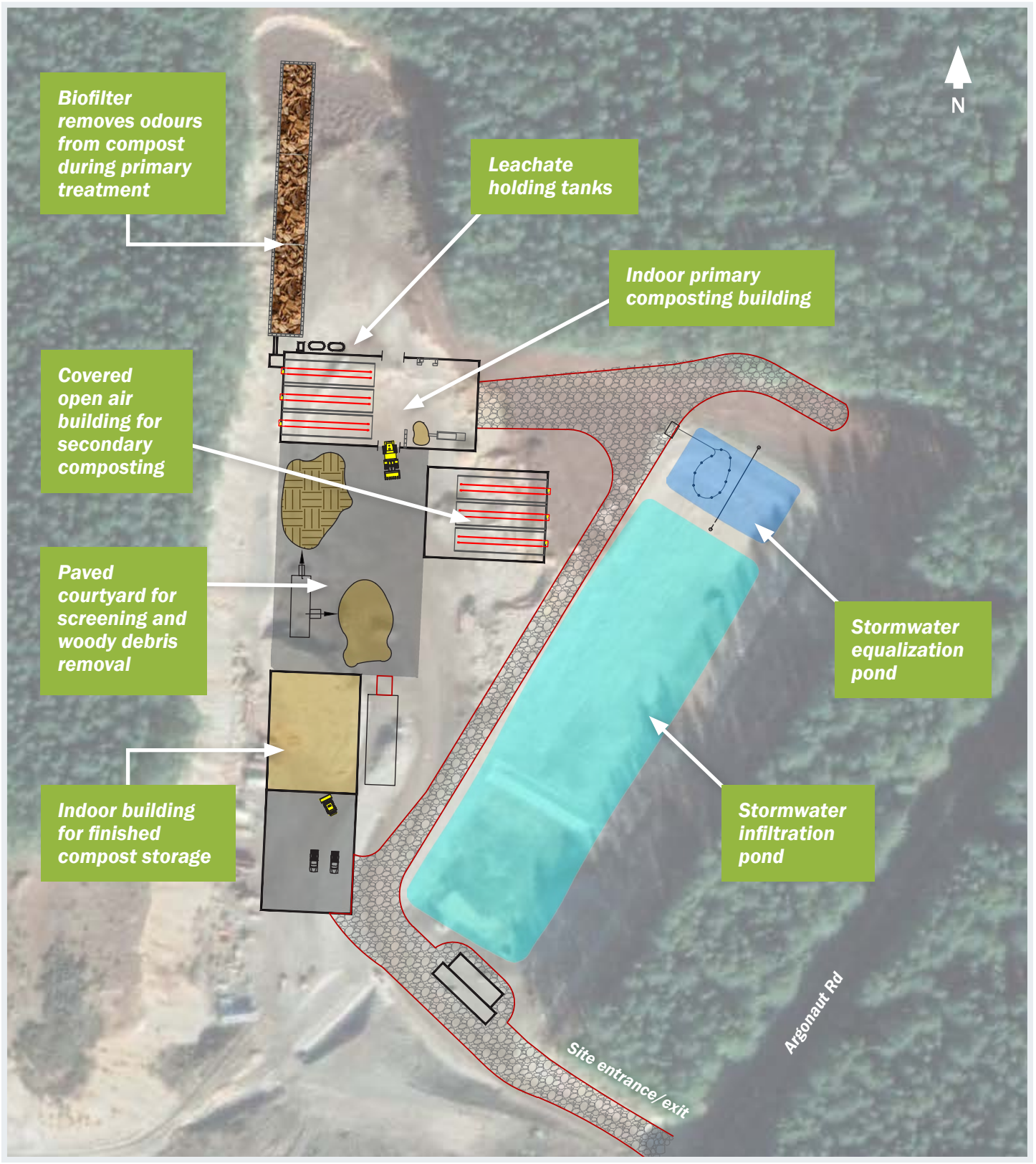
Composting Facility – Campbell River Waste Management Centre

All composting activities will be completed indoors, minimizing noise and odour. There will be no impacts to groundwater and surrounding habitat.

The 19-hectare site is zoned for heavy industrial use with specific zoning for composting. In October 2019, the Agricultural Land Commission approved approximately 6 hectares of the site for non-farm use, to be used for the compost facility.

The enclosed processing building and supporting infrastructure will total approximately 47,000 square feet, or just over 2.5 NHL sized ice rinks. This building will be centrally located on a cleared area at the rear of the property, leaving a forested buffer around the site.

Important Design Considerations



GROUNDWATER

At a composting facility, best practice involves clear separation of areas where leachate is generated within the compost buildings and areas on the property where stormwater is collected and drained. Stormwater includes all water that drains from structures, covered areas, walkways, roads and the site courtyard areas.

Unprocessed materials will be stored inside, and composting will be undertaken exclusively inside buildings on concrete surfaces. Moisture content is carefully controlled as part of the process and water that comes into contact with organic waste (leachate) will be collected in sealed tanks and reused as part of the composting process. Leachate will not be discharged to the environment during the composting process.

Stormwater will be collected in a lined holding pond where it will be aerated, and sediment will be removed. The resulting treated stormwater will be discharged into an unlined pond and re-infiltrated into the ground. Water use onsite will be managed carefully and will not have an impact on groundwater quality or supply.

The facility is a highly regulated site by the British Columba Ministry of Environment and Climate Change Strategy. The CSWM service has an extensive annual water monitoring program in place to adhere to the testing protocols laid out by the Ministry to provide an understanding of the groundwater quality. Additional monitoring wells are planned as part of the project. Testing is done quarterly and reported to the Ministry. Groundwater monitoring reports are available at **www.cswm.ca/campbellriver**.

ODOUR

The successful management of odour is a critical component in the design and operation of this facility. The receiving and processing of organic waste will take place daily within a fully enclosed building. Air will be captured through an HVAC system and then treated using biofilter technology, preventing odours from leaving the building.

The finished compost will be stored under a covered area and will look and smell like rich, dark earth.

The BC Ministry of Environment and Climate Change Strategy administers and regulates air quality issues, including odour issues, under the authority of the *Environmental Management Act*. The Organic Matter Recycling Regulation under the Act governs production, quality and land application of certain types of organic matter. These two regulations govern odour management related to processing organics waste in BC as administered by the Ministry.

PESTS

A pest control plan will be an important part of facility operations. The daily processing of organic material indoors minimizes odours and helps control rodents and pests. Once the material is placed into an active compost pile, temperatures will reach between 50-60 degrees Celsius for several days, an undesirable and inhospitable environment for rodents and pests. The material is also moved frequently reducing opportunities for animals to establish refuge. The entire perimeter of the property will be fenced, preventing larger wildlife from entering the site.

CARBON EMISSIONS

Greenhouse gas emission reduction will be achieved by:

1. Removing organic material from the waste stream to reduce the production and release of methane gas in the landfill.
2. Recycling organic matter into soil restores carbon and eliminates the need for chemical fertilizers.

TREES AND WILDLIFE

The facility will be located on a cleared area of land. A wooded area will be kept around the perimeter of the facility to protect natural habitat as a well as mitigate visual impacts.

While some trees will need to be cleared on the site to ensuring safe slopes of the landfill gravel extraction area, careful site planning and layout will retain the maximum amount of forest possible for habitat and buffer. Site development and tree cutting will occur during an appropriate nesting window.

All delivery of compost feedstock and active composting will occur indoors to prevent birds and wildlife from being attracted. Fencing will prevent larger wildlife from accessing the site.

TRAFFIC AND LIGHTING

Traffic impacts will be minimal, as organic waste collection will integrate with the existing waste collection system. The main access to the site would be from Highway 28, which will not affect most neighbouring properties on Argonaut Road.

The current design creates the greatest buffer area possible between the facility and neighbours, protecting sightlines and minimizing light and noise. Exterior lighting will be a lower colour temperature to minimize impact. Lighting will be optimized for operational requirements and to avoid impacts to neighbours.

NOISE

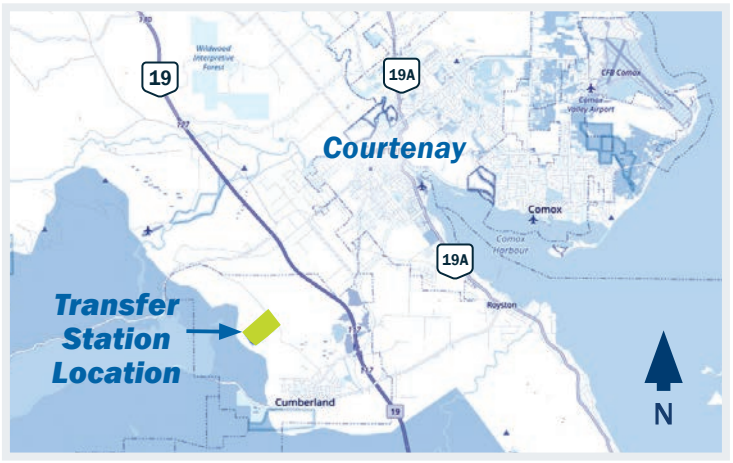
The use of back-up alarms will be minimized to reduce noise during operating hours, and equipment with lower noise ratings will be used. Sound attenuating enclosures will also be considered.

COSTS

The overall project cost is $15.5 million, with $6.4 million to be funded by grants and the remaining $9.1 million to be funded from CSWM reserves. The operation of the facility is to be funded through tipping fees charged to its users. Cost savings overall can be realized by removing organics from the waste stream which will prolong the life of our regional landfill. Landfill construction estimates are $28 million over the next 17 years based on current diversion rates, but life expectancy will be extended with increased diversion.

Transfer Station – Located at the Comox Valley Waste Management Centre

An organic transfer station will be constructed at the Comox Valley Waste Management Centre (regional landfill) located in Cumberland. When the Campbell River landfill reaches capacity in late 2021/early 2022, waste will be transferred to the regional landfill in Cumberland. These trailers will take organics from Courtenay, Comox and Cumberland to the regional compost facility in Campbell River on their return trip, maximizing trucking efficiencies. One or two truck trailers will be transferred to Campbell River per day.



Conceptual image of proposed transfer station.

For more information visit: **cswm.ca/regionalorganics**

Regulatory Approvals

A summary of the public consultation undertaken will be submitted to the BC Ministry of Environment and Climate Change Strategy to support applications for:

- A targeted amendment to CSWM's Solid Waste Management Plan to construct the regional organics facility
- An Operating Permit for the regional organics facility under the Organic Matter Recycling Regulation

The Ministry administers and regulates air quality issues, including odour issues, under the authority of the Environmental Management Act. The Organic Matter Recycling Regulation governs production, quality and land application of certain types of organic matter. The Act and Regulation are the two primary regulatory documents that govern odour management related to processing organics waste in BC.

The new facilities will also require development and building permits from the City of Campbell River and the Village of Cumberland, as well as comply with Public Nuisance bylaws, which includes prevention of nuisance odours.

For more information:

Tel: 250-334-6016
Toll Free: 1-800-331-6007
Email: cswm@comoxvalleyrd.ca
Web: **www.cswm.ca/regionalorganics**

Comox Strathcona Waste Management

APPENDIX B

Public Engagement Information

WHAT WE HEARD
CONSULTATION SUMMARY REPORT

Comox Strathcona Waste Management
Regional Organics Facility

March 2, 2020

Submitted by:
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ABOUT THE PROJECT

Comox Strathcona Waste Management is planning a new regional composting facility for the Campbell River Waste Management Centre, enabling a phased introduction of organics collection for over 30,000 single family dwellings in Campbell River, Comox, Cumberland and Courtenay. The composting facility will be operational in fall 2021.

Organics, which includes food and yard waste, currently makes up about 30% of the total waste that is landfilled. A composting facility will divert these organics and extend the life of the landfill, which is a cost-effective approach for handling solid waste for the taxpayers.

When buried in a landfill, organic material also produces methane gas, a key contributor to global climate change. Composting organic waste is an important step to sustainably manage waste in the Comox Strathcona region, as it reduces the greenhouse gas emissions that would otherwise be associated with its decomposition. The composting facility will repurpose this organic material into a nutrient rich compost for agriculture and landscaping.

The overall project cost estimate is $14.7 million with $6.4 million to be funded by grants and the remaining $8.3 million by reserves and tipping fees.

Comox Strathcona Waste Management is committed to designing a state-of-the-art facility that minimizes impacts to neighbours and the environment. The facility will meet stringent environmental and community standards, and exceed these standards wherever reasonable.

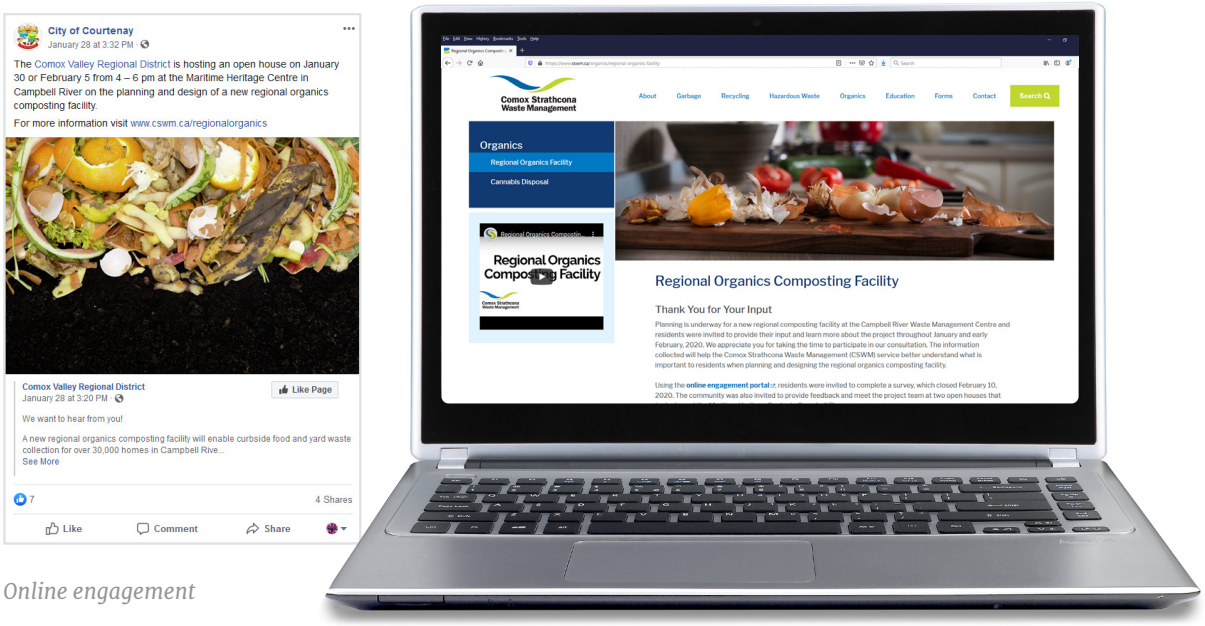
OVERVIEW OF CONSULTATION PROCESS

In January and February 2020, the CSWM offered a variety of opportunities for residents to learn more about what is planned, meet with project staff, and provide feedback to inform the design and operations of the facility. Residents could offer input through a survey (online and print) or in person at two public open houses.

A number of communications activities were undertaken to raise awareness of the opportunities to learn more and provide feedback:

- A media release was distributed on Thursday, January 9, 2020
- More than 1,000 residents visited the interactive engagement portal at **www.cswm.ca/regionalorganics** which provided information about the project and consultation process. It included the location and times of open houses and was a portal for asking questions and participating in the online survey.
- Social media posts were shared on Twitter and Facebook and promoted throughout the process.
- Print ads appeared in the Comox Valley Record
- Radio ads promoted the upcoming open houses and the website available to learn more.

Print Ad



Online engagement

Information pieces available at the event

Open Houses

Two drop-in style open houses provided opportunity for the community to learn more, ask questions of staff, and provide feedback about the project. The open houses were held on Thursday, January 30, 2020, and Wednesday, February 5, 2020, from 4 p.m. – 6 p.m. at the Maritime Heritage Museum in Campbell River.

45 people attended, with most indicating they were from the Campbell River area. Residents from three neighbouring properties and representatives from the Campbell River Environmental Committee, Recycling BC and Coast Waste Management Association attended.

Backgrounders, Frequently Asked Questions and informational and interactive display boards were available at the open house. Print surveys were also available. A multi-disciplinary team of staff and consultants was on-hand to answer questions.

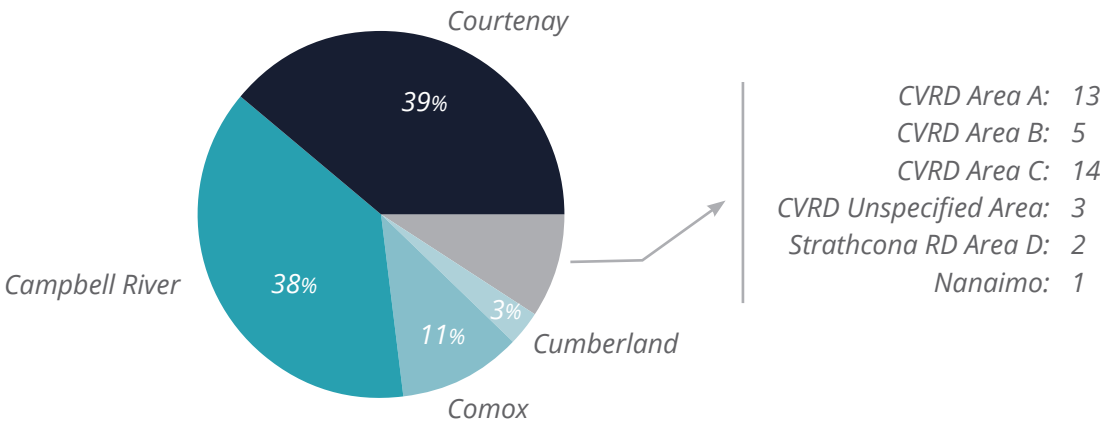
Information on a variety of topics, including the 15 display panels noted below, were shared at the open house and online. The display panels are available as Appendix E.

1) *Tell Us About You*
2) *Overview*
3) *Managing Solid Waste in the CSWM Service Area*
4) *Where the New Facility will be Located*
5) *Benefits of Composting*
6) *Organic Materials that will be Accepted*
7) *Road to Regional Organics*
8) *How It Will be Funded*
9) *Public Engagement*
10) *Community Benefits*
11) *Topics of Importance*
12) *Mitigating Impacts Through Design & Operations*
13) *Mitigating Impacts*
14) *Mitigating Impacts*
15) *Communication Preferences*

Survey

A survey was available from Thursday, January 9, 2020, – Monday, February 10, 2020, through **www.cswm.ca/regionalorganics** online and print. 549 residents responded to the survey.

Of the 549 respondents to the survey, 39% were from Courtenay, 38% from Campbell River, 11% from Comox and 3% from Cumberland. The remaining respondents were from CVRD Area A, CVRD Area B, CVRD Area C, General CVRD, Strathcona RD Area D, and Nanaimo.



81% of the respondents currently receive municipally supplied garbage and recycling services.

WHAT WE HEARD OVERALL

In early 2020, communications and consultation occurred to raise awareness of the planned regional organics facility and to seek input on the design and operations of the facility. 549 people responded to the survey and 45 people attended two open houses, providing input on top of mind issues, communications preferences and mitigation measures that could be considered within the design and operations.

A number of strong themes emerged:

- Overall, survey respondents were very supportive of a regional facility and collection program, and are concerned about the environmental impacts of landfilling food and yard waste. 93% of respondents indicated they are concerned about the environmental impact of landfilling organic waste and 96% feel a regional organics composting facility and collection program are needed.
- The greatest perceived benefits of composting are: reducing waste going into the landfill, repurposing waste into nutrient-rich soil, and reducing greenhouse gases.
- The top concerns expressed related to a regional composting facility are related to groundwater, odour and pests.
- Residents felt the top issues to be addressed within the design and operations of the facility are: water quality, odour, and carbon emissions. Comparatively, visual disturbance, lighting and traffic were significantly lower in terms of issues of importance.
- When asked whether respondents in the survey were happy with the mitigation measures for managing odour, pests, groundwater, trees and wildlife, and traffic, over 90% indicated they are happy with what is proposed, or have no concerns.
- Neighbours from two adjacent parties and one stakeholder group are strongly opposed to the siting of the facility at Block J.
- Residents from Campbell River had more concerns and questions about potential impacts to neighbours, including odours, pests and water quality and monitoring, than other communities.
- There is a strong desire to see consistent monitoring and evaluation of mitigation measures to ensure best practices are in place.
- A variety of questions and comments were posed wondering how the collection program will work, e.g. bins, compostable bags, what items will be included etc. There was also interest expressed for multi-family building participation within the program.
- When asked how best to communicate with residents about composting and waste management in future, survey respondents indicated the top methods (in order) were the local newspaper, the CVRD Facebook page, the CSWM website, local radio and electronic newsletter. CVRD Twitter was rated considerably low in terms of communications preference. Open house attendees also noted the local newspaper as the preferred method, followed by open houses.

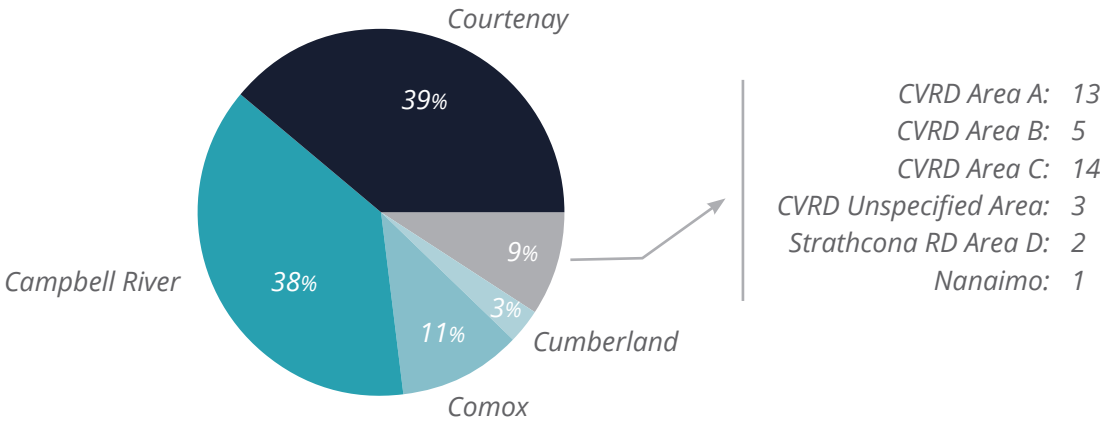
NEXT STEPS

This What We Heard report will be provided to proponents to inform the facility design and shared with the CSWM board in March 2020. For more information about the project as it progresses, visit: **www.cswm.ca/regionalorganics**

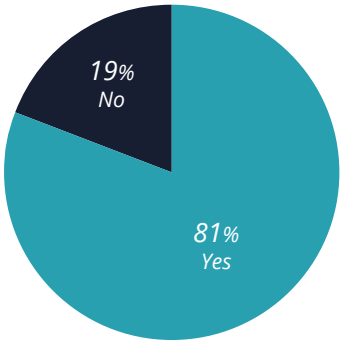
APPENDIX A

Survey Results - What Was Heard By Question

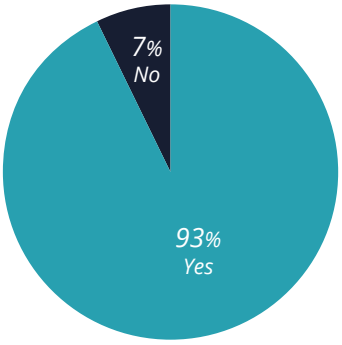
1. Which municipality do you live in?



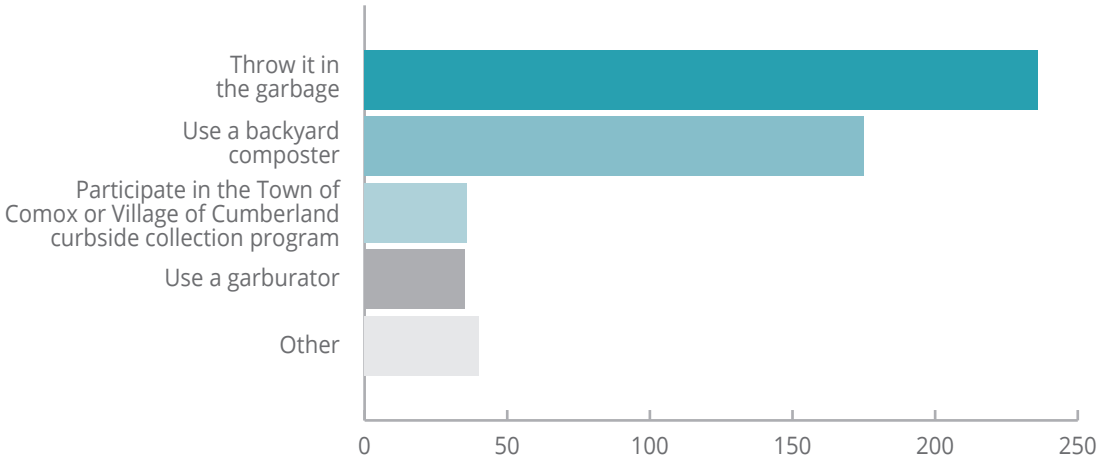
2. Do you currently have municipally supplied curbside garbage and recycling pick-up in your neighbourhood?



3. Are you concerned about the environmental impact of throwing food and yard waste in the landfill?



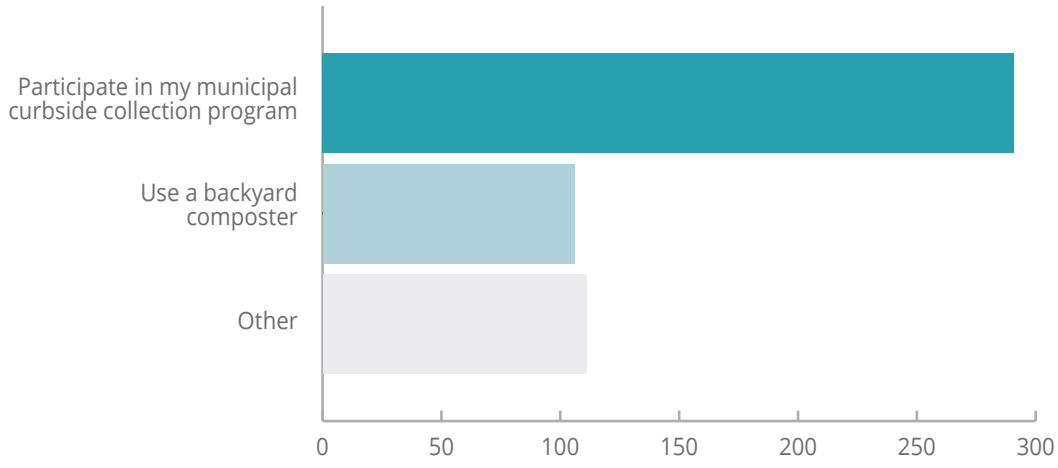
4. What do you currently do with your food waste?



Other:

- Feed it to chickens or other livestock
- Take it somewhere else for processing
  (E.g. either to a facility or to a friend who has a backyard composter)

5. What do you currently do with your yard waste?



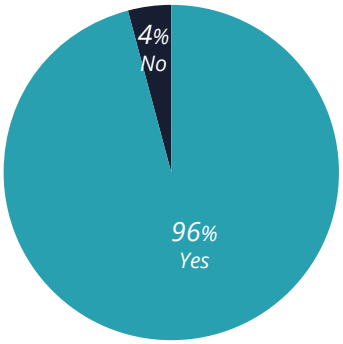
Other:

- Burn it
- Throw it in the garbage
- Some who live in apartments commented they didn't know what happened to it after the building landscaper takes it away

A new regional composting facility will process food and yard waste from 30,000 single family homes in Campbell River, Comox, Cumberland, and Courtenay, starting in 2021.

- ✓ *Diverting organics from the garbage helps extend the life of regional landfills, reducing the cost and environmental impact of creating new landfills.*
- ✓ *Decomposing food and yard waste produces methane gas, a key contributor to greenhouse gas emissions and climate change. Removing organics from the waste stream is an important step in reducing our environmental footprint.*
- ✓ *The composting facility will re-purpose food and yard waste into a nutrient rich compost for agriculture and landscaping. Healthy soil reduces the need for chemical fertilizers, unnatural methods of soil enrichment, and the use of pesticides.*

6. ***Based on this description, do you think a regional organics composting facility and collection program are needed?***

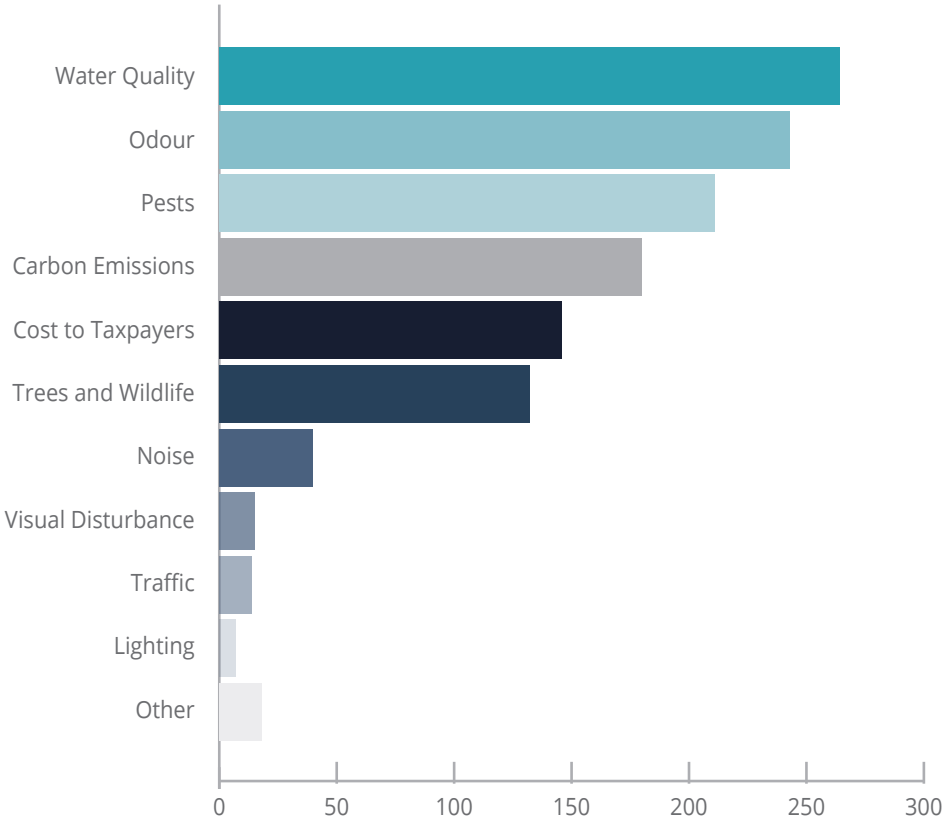


If yes, what do you think are the greatest benefits?

The top benefits indicated by respondents were:

1) Reducing waste in the landfill
2) Repurposing into nutrient rich compost
3) Reducing greenhouse gases – methane
4) Extending the life of the landfill

7. Here are some issues that we will manage at the new regional organics composting facility to minimize our impact on the community and the environment. Please choose the top three issues that you feel are most important for us to consider during the planning and design of this facility.

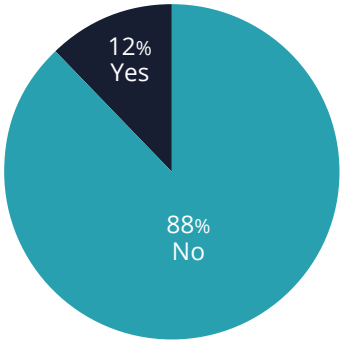


Other:

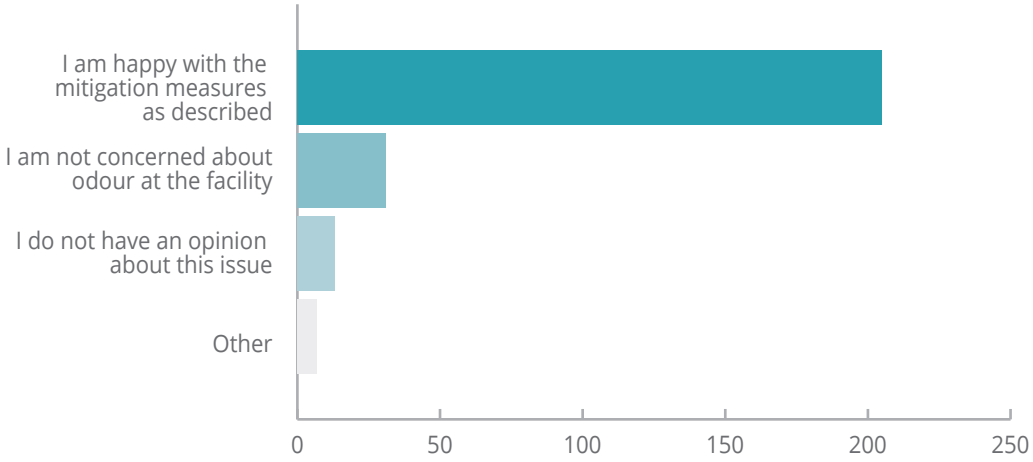
- Costs
- Location/hauling distance

8. ***Odour:*** *The successful management of odour is a high priority and a critical component in the design and operations of this facility. To minimize the impact on residents, odours will be managed within our property boundary. The processing of organic waste will take place within enclosed buildings and air will be treated on site with biofilters. The finished compost will be stored outside and will resemble rich, dark earth.*

Do you have any comments about management of odour at the facility?



If no, please tell us why?



Comments:

Campbell River: (21 comments)

- Concern there would be odours
- Facility shouldn't be built at Block J
- Nanaimo composting facility and Richmond facility were noted as being smelly

Comox: (2 comments)

- Noted Duke Point in Nanaimo being smelly

Courtenay: (14 comments)

- Concerned about odour
- Want to see a proper and above industry standard filtering system put into place

Cumberland: (0 comments)

Other: (3 comments)

Area B

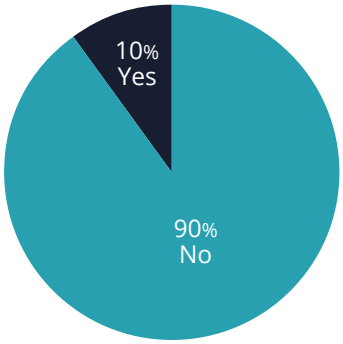
- Concerns about the facility being near homes

Nanaimo

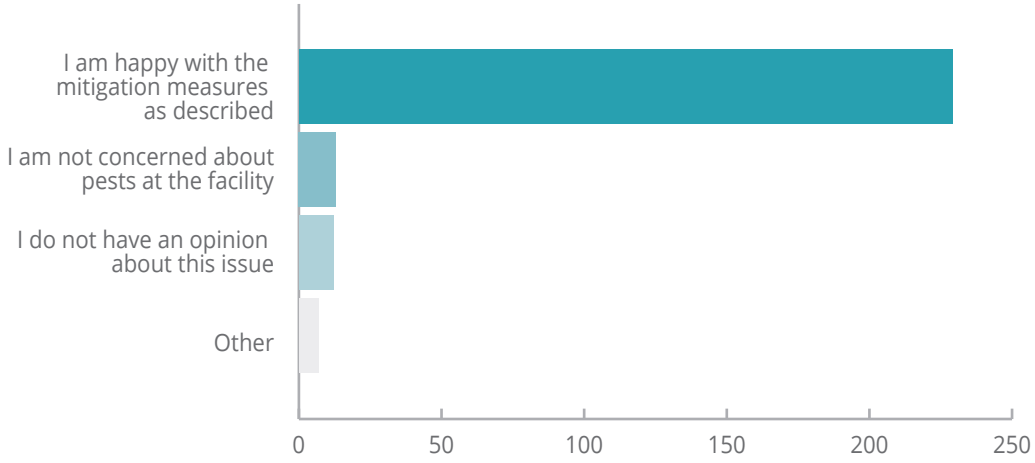
- Concerns about the Nanaimo plant smelling

9. ***Pests:*** *The daily processing of organic material indoors not only minimizes odours, but also helps to control rodents and pests. Once the material is placed into an active compost pile, temperatures reach between 50-60 degrees celsius for several days. This environment is inhospitable for mammals and prevents their interest in the material. As the material is moved frequently, animals do not have time to establish a refuge.*

Do you have any comments about management of pests at the facility?



If no, please tell us why?



Comments:

Campbell River: (20 comments)

- Possibility of rats and pests
- Noted the rat problem in town and wondering what measures will prevent that from happening
- Concerned about rats and other pests accessing organics at curbside

Comox: (4 comments)

- Noted an existing rodent problem and not wanting to see it increase
- Concerned about rats and other pests accessing organics at curbside

Courtenay: (9 comments)

- Concerned that will curbside pickup will attract rodents or bears

Cumberland: (0 comments)

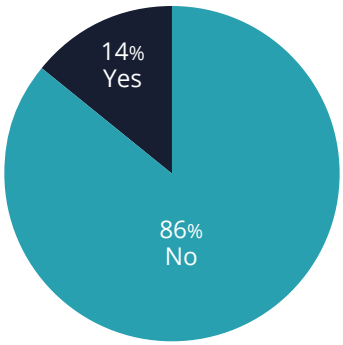
Other: (2 comments)

CVRD - unspecified area

- Concerned about about an increase in rats

10. ***Groundwater:*** *Water use on-site will be managed carefully and will not have an impact on groundwater quality or supplies. There will be no discharge to the environment during the composting process. Water that comes into contact with organic waste at the facility will be collected and reused as part of the composting process. Excess water will be stored in a sealed tank and trucked offsite for treatment. Clean storm water will be collected in an onsite management pond and re-infiltrated into the ground.*

Do you have any comments about management of groundwater at the facility?



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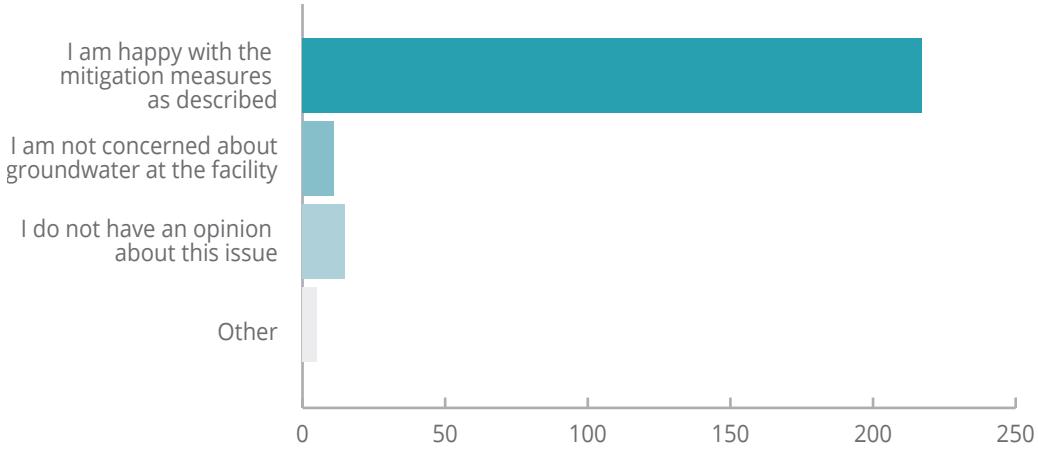


Comments:

Campbell River: (31 comments)

- Asking for consistent monitoring of water
- Unsure what it means to haul water off-site for monitoring and the cost associated with it
- Concerned the mitigation measures are not enough
  - Stating it's already on contaminated land
- Worried the quality of drinking water will decrease

Comox: (3 comments)

- Interested in more information about whether/how water will be continually and consistently monitored

Courtenay: (12 comments)

- Questions about where the water will be transported and why there won't be a place to test water on site.
  - Many respondents asking for more information on this process

Cumberland: (0 comments)

Other: (2 comments)

Area B

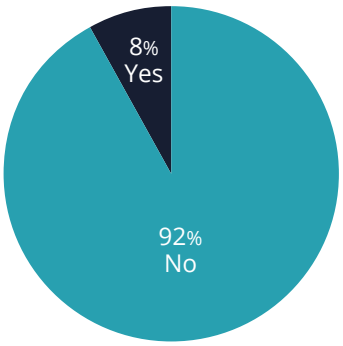
- Concerned about the contamination from the trucks

Area C

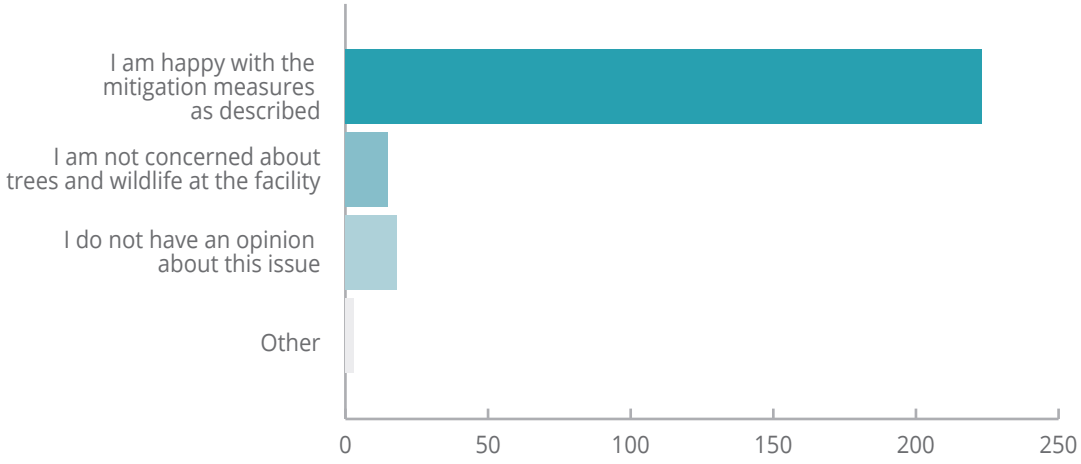
- Question about how and where the water will be treated off-site and whether it could be done on-site

11. ***Trees and Wildlife:*** *The facility will be located on already disturbed land to avoid disruption to adjacent forested areas and natural habitat. A wooded area will be kept around the facility to mitigate visual impacts. Delivery of compost feedstock and active composting will occur indoors to prevent birds from being attracted to the site. The site will be secured to ensure bears do not frequent the area and become a nuisance.*

Do you have any comments about management of trees and wildlife at the facility?



If no, please tell us why?



Comments:

Campbell River: (12 comments)

- Want to ensure the trees are protected
- Want to ensure wildlife isn't harmed if on site, especially bears
- Questions about how this will be monitored

Comox: (2 comments)

- Questions about monitoring of hawks
- Want to ensure the trees are protected

Courtenay: (3 comments)

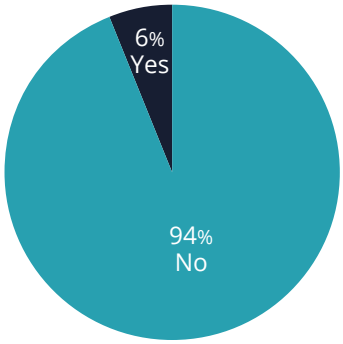
- Want to ensure the trees are protected
- Suggest the use of bird spikes to keep birds away

Cumberland: (0 comments)

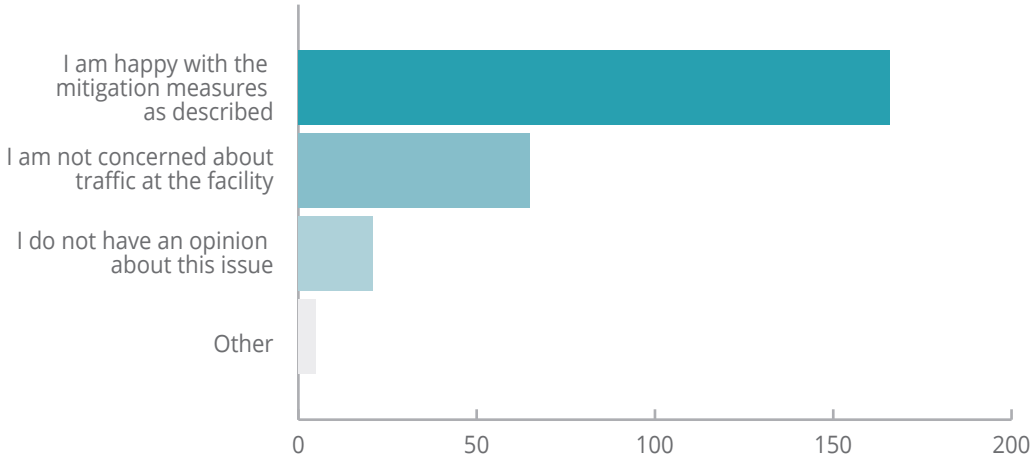
Other: (0 comments)

12. ***Traffic:*** *There are almost no roadway improvements required and traffic impacts will be minimal, as organic waste collection will integrate with the existing garbage collection system. The main access to the site would be from Hwy 28, which will not affect most neighbouring properties on Argonaut Road.*

Do you have any comments about management of traffic at the facility?



If no, please tell us why?



Comments:

Campbell River: (6 comments)

- Questions about why smaller sites closer to each city are not being built
- Concerned about the quality of the road
- Questions about how spillage from the trucks will be monitored
- Question about whether a traffic study been completed

Comox: (1 comment)

- Asking for truck route to be designated

Courtenay: (4 comments)

- Concerned about spillage from trucks
- Suggestions of electric trucks rather than diesel

Cumberland: (1 comment)

- Question about whether transportation emissions are being taken into account and whether those emissions have the weighted against the greenhouse gases produced by the compost

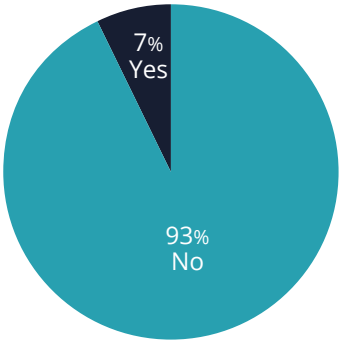
Other: (1 comment)

Area B

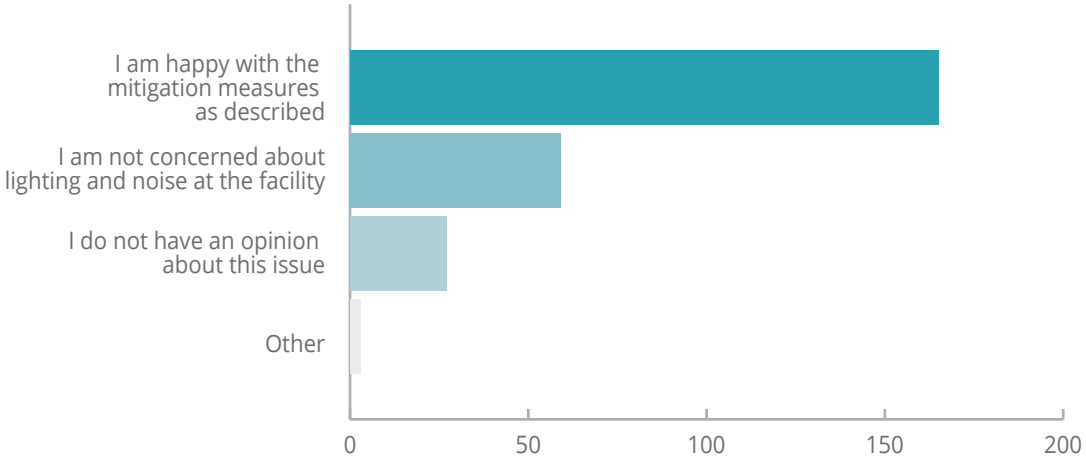
- Concerned about the increased number of trucks

13. ***Lighting and Noise:*** *The current design creates the greatest buffer area possible between the facility and neighbours, protecting sightlines and minimizing light and noise.*

Do you have any comments about management of noise and light at the facility?



If no, please tell us why?



Comments:

Campbell River: (19 comments)

- Concerned about the loud back up beepers
- Concerned about light pollution in the area affecting residents and wildlife
- Calling for the biggest buffer possible to reduce noise for the neighbours

Comox: (1 comment)

- Would like to see biggest buffer possible to mitigate noise, light and site aesthetic.

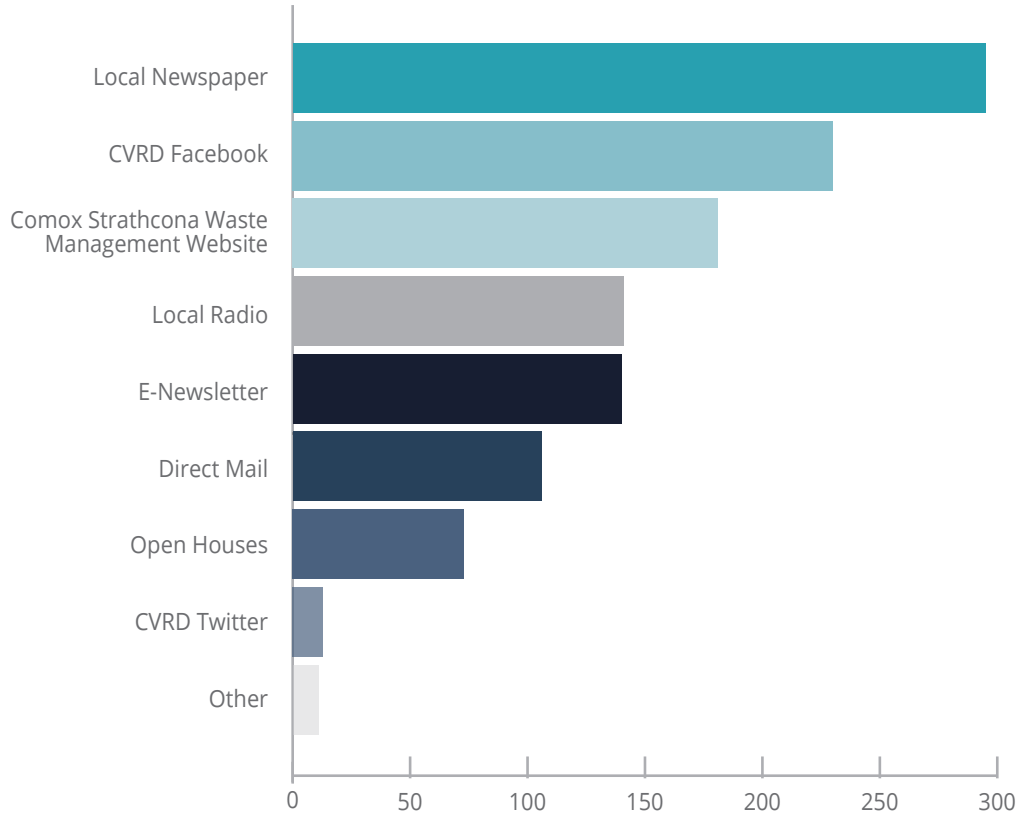
Courtenay (4 comments)

- Concerned about light pollution and nocturnal animals

Cumberland: (0 comments)

Other: (0 comments)

14. As we work towards introducing the new residential organics collection program, we want to tailor our communications to the needs and preferences of our residents. What are the best ways to keep you informed about composting and waste management?



Other:

- Text
- Garbage app
- Information at each municipal building

We welcome any additional feedback you might like to offer

(209 comments)

Campbell River:

- Excited this is happening
- Concerned about location chosen
- Those in condos/apartments/stratas hoping to be able to use it
- Many questions about specifics – What will be included? What will pick-up look like? Who will be included in roadside collection?

Comox:

- Keep costs low
- Introduction of pet waste
- Support for the program in condos/apartments/stratas
- Very supportive
- Questions about bags that can be used in the bins – wanting compostable ones like in Victoria

Courtenay:

- Very supportive
- Those in apartments concerned about not being able to take part
- Concerns about the facility being so far away and the carbon footprint involved

Cumberland:

- Happy to see the project happening
- Would like to be able to use compostable bags

Other:

- Very supportive
- Concerned those in rural areas will be excluded from the program
- Would like bear proof bins for their compost
- Questions about whether residents will be able to take their compost directly to the site without curbside pick-up

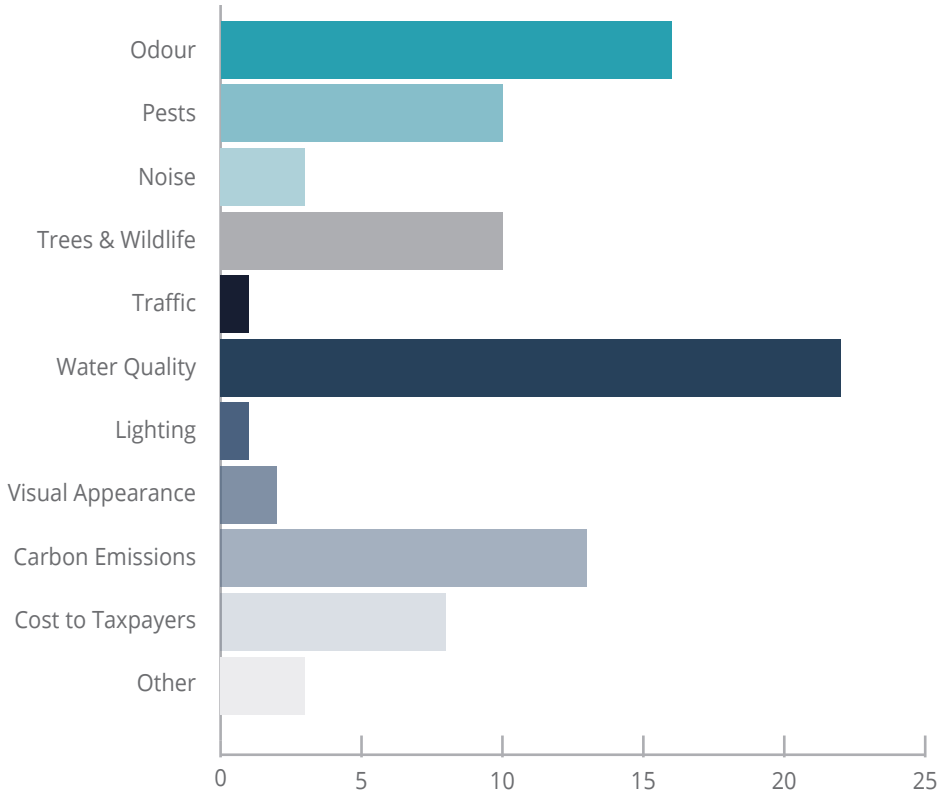
APPENDIX B

Comments Received at Open House

What do you feel are the greatest benefits of a regional composting facility and collection program?

- Composting is a great way to recycle food waste and make its way back into the environment as a nutrient source
- Diversion of waste from the Landfill
- Collecting in a facility reduces probability of increased rat population inspired by some backyard composting efforts
- Life of the landfill and reusing food waste
- Can there be a facility in the city populated area for those without vehicles, using buses, bicycles, etc.
- Less waste to landfills
- Great that it's taking meat, bones, fish, dairy
- Reduction of waste in the landfills
- I'll be glad not to have compost at home
- Location makes sense
- Increasing the life of the landfill, decrease rodent habitat in the city, more compost for use in local home gardens
- Divert waste from the landfill
- Local control to meet the needs of Campbell River
- The sooner the better
- Animal feces? Yes or no?
- Would like to see move of this type of thing
- Creating opportunity for local food production initiatives
- Glad to see organics out of waste stream
- Make compost available for residents
- Demonstration garden to showcase benefits of compost city (municipal) flower gardens – strategic beautification

Topics of Importance:



Anything else to add?

- Use of gas/diesel trucks for pick-up
- Curbside pickup containers blow over/away in wind now
- Contamination – garbage/non-compostable materials – how will that be handled?
- Carbon footprint of trucking organics from Comox Valley to CR Facility
- Loud Backup alarms
- Impact to neighbours is important to me
- Not happy with process to date
- Norm Wood would be preferred

Mitigating Impacts Through Design and Operations

Odour:

- See January 2018 report "Odour from a Compost Facility" – odour is caused by air emissions – contain bacteria , toluene, ethyl alcohol. Measures 800m downstream of compost facility
- Organic kitchen waste amount 3 gallon/week one family
- Good fitting lid
- Weekly curbside pick-up same as recyclables – simply rinse and reuse
- Concerned about odours like at Duke Point

Pests:

- Rats are already a problem in Campbell River
- Bears, rats, racoons and other pests are already coming to the bins on the street
- Is 50 to 60 degrees Celsius to kill weed seeds?
- Organics at the curb – concerned about pests

Trees & Wildlife:

- Ensure fully enclosed and covered to eliminate birds access
- Eagles and wildlife disrupted by facility – construction and operating

Traffic:

- Traffic in general – why are we trucking compostables using trucks? Do it locally.
- More heavy industrial traffic along Campbell River impacting fishing, hiking, and other uses of River area
- Combine pick-up times for better efficiency for both residents and municipality

Lighting & noise:

- Backup alarms are loud! Neighbours can hear them from the landfill

Groundwater:

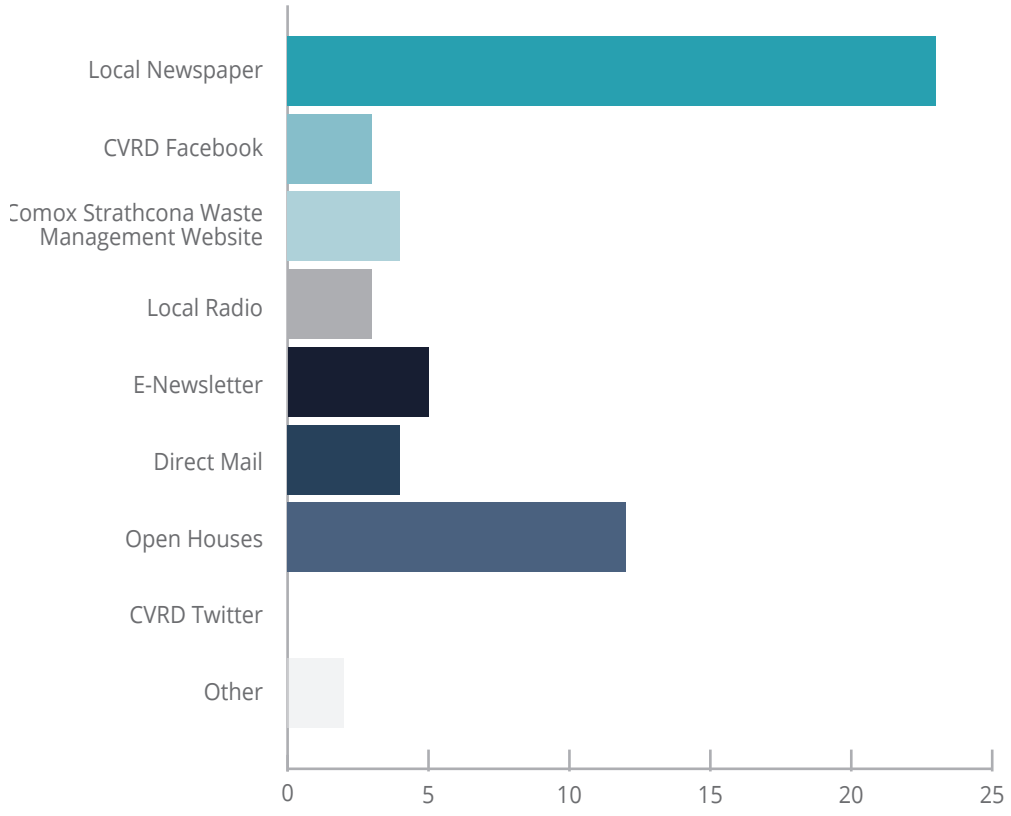
- Settling pond stormwater
- Contamination of environment
- Cumberland problems with stormwater management
- Leachate runoff management
- Like the proposed contaminated soil dump across from the landfill, it's imperative that nothing gets into the John Hart reservoir to contaminate the water supply for City of Campbell River

- Contamination of drinking water – why take the risk?
- Treatment of leachate

Anything else you would like to add?

- The bins should be consistent design in all communities
- Bins should state what's accepted
- Don't forget apartments and condos – they need collection too
- Use leachate as nutrient source
- Waste of taxpayer dollars to build a facility on a site that is too small to begin with and has no room for expansion
- Why was the decision made before CR people were given information and a property of choice?
- What will compost cost? Where will I be able to buy it? At a processing site or landscaping supply facilities?
- Why aren't representatives from the city of Campbell River here?

Communication Preferences



Other:

- LinkedIn
- Education in schools

APPENDIX C

Neighbouring Properties

Residents from three nearby properties attended the open houses on one or both nights. Two of the neighbours expressed concern about siting the facility at block J, with several reasons provided including: impacts to adjacent and nearby properties, site constraints due to ALC approval, uncertainty regarding regulatory approvals for future expansion of the facility, lack of due-process in choosing the site and the need to amend the current grant application before full funding is secured. There is a strong feeling that one family is being sacrificed for a location which does not appear to offer many benefits over the original site identified at the Norm Woods facility.

Dust, air pollutants, noise, traffic, odours, pests and safety of groundwater were all identified as major concerns for neighbours. Specifically, the following comments from two neighbouring property owners were recorded:

- The road leading to the site is narrow and has a sharp curve, which could pose a problem for large trucks. Safety is a concern, particularly after weather events which can make road conditions dangerous.
- Property owners can already hear operations at the landfill and pre-construction activities happening on Block J are causing a disturbance. Noise from the fans required for the compost facility, as well as air handlers and facility lighting, are all likely to be disruptive.
- Soil around the landfill is likely contaminated due to past practices. One resident was concerned that construction at the compost facility site could disturb contaminants in the soil and impact groundwater while another felt that groundwater may already be contaminated.
- Potential contaminants in soil and groundwater could impact the adjacent property's ability to obtain the appropriate accreditations needed to start-up an organic farm.
- The ability to control rats and other pests was questioned given the issues faced by downtown Campbell River as it unsuccessfully tries to control rodents around homes and businesses.

Follow-Up Comments Received After Open House

Email received on February 13, 2020, from 5900 Argonaut Road

- There are no fire hydrants in the area - composting using static aerated piles technology generates a lot of heat and the risk of fire is high at compost facilities, as they contain many fuel sources
- Bacteria has been detected 1400 m downwind of compost facilities and VOCs have been detected up to 800 meters from compost facilities. Biofilters do not remove all emissions. Therefore to site a compost facility at a distance of 250 m away from a residence is too close for the health of the residents
- The site has the potential for extra construction costs, for example the steep undercut bank will need securing and use of the gravel extraction site will require additional fill
- Additional costs (and carbon footprint) should be considered for trucking clean water to the site and trucking contaminated water to the waste water treatment plant
- In order to meet diversion goals, the facility should consider public access at some point. As well, will the public be able to access the site to purchase the final product? Both of these

scenarios will increase traffic to Argonaut Road, which is already in terrible condition. Local residents choose Argonaut to travel by when accessing the CRWMC, as it is a shorter distance and often not patrolled by law enforcement. Hence the trash that often lines the side of road - everything from plastic bags to entire couches.

- Lack of a biological inventory - how can environmental impacts be considered if there is no knowledge of birds, amphibians, mammals etc in the area
- Current OC amendment request is yet another example of CVRD seeking retroactive approval for operations already undertaken. Continued non-compliance, operation without permit, and giving misleading information leaves neighbours with zero faith that the CVRD will operate this new compost facility following proper regulation and legislation

** Note: The project team has met in-person with neighbours located at 5800 and 5900 Argonaut Road to discuss and respond to their concerns. This additional input will be considered and will be responded to in separate correspondence. Members of the Project Team will continue to be available to neighbours to answer questions throughout the project.*

APPENDIX D

Stakeholder Groups

Representatives from Recycle BC, Strathcona Regional District and Coast Waste Management Association attended the Open House and were supportive of the project, seeking to obtain more information about the project itself and the consultation process.

Representatives from the Campbell River Environmental Committee had specific concerns related to the siting of the facility and the following comments were recorded:

- Concern about current use of Block J to store tires and mattresses
- Dust and air contaminants from the facility, including the possible presence of Volatile Organic Compounds, harming nearby residents.
- Properties are located down-gradient of Block J putting groundwater at risk.
- CSWM will need to comply with Canadian laws pertaining to odour.
- Perceived inconsistency with CSWM position on tree removal.
- Harming the potential of nearby properties to achieve organic farm status.

Follow-Up Comments Received After Open House

Email received on January 31, 2020, from the Campbell River Environmental Committee

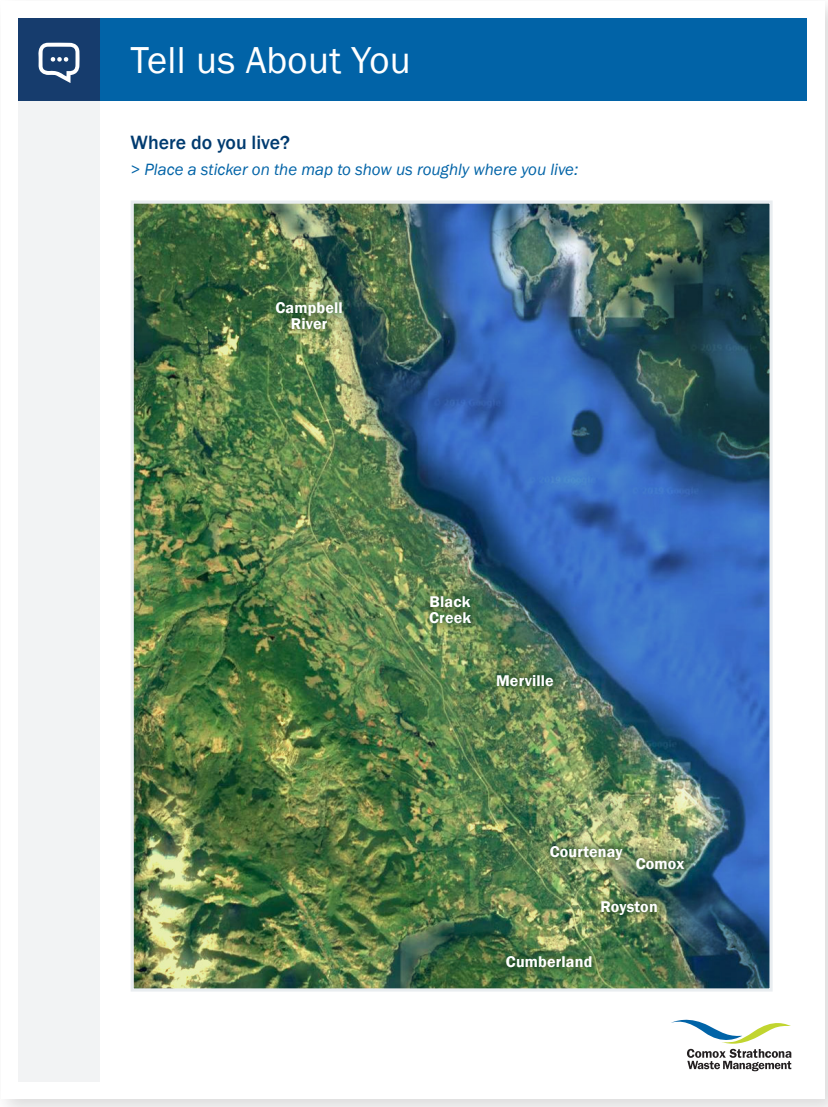
- CREC has concerns with emissions of bacteria measured up to 1400 meters downwind of compost facilities including gram-positive actinomycetes; fungi such as moulds; viruses; algae; and pollen identified in this report.
- A study by the National Collaborating Centre for Environmental Health has reported VOC emissions measured up to 800 meters downwind of compost facilities which include:
    - *"Emissions from composting facilities typically belong to any of the following chemical classes of VOCs: aromatics, sulphur compounds (mercaptans, and organic sulphides), aldehydes, alcohols, amines (ammonia), volatile fatty acids, terpenes, ketones, benzene, toluene and ethylbenzene."*
    - *"The most common VOCs characterized in samples from one compost facility were acetic acid, acetone, limonene, benzene derivatives, hexane, pinenes, toluene, napthalene, and xylene."*
    - *"Another study identified 74 compounds in the ambient air of a composting plant, with ethyl alcohol detected at the highest concentration of all compounds"*
- The same report indicates that Bio Filters do not totally eliminate emissions.
    - *"...odour emissions are still possible despite use of biofilters. For instance, terpenes have been detected in the effluent air stream of compost facilities equipped with biofilters, and in one facility, the outlet of the biofilter contained dimethyl disulphide, which is known to be malodorous"*
- The above report also identified that:
    - *"There may be interactions between different types of VOCs with non-odourous co-pollutants, such as particulates, which can contribute to health symptoms. Chronic exposure to elevated levels of bioaerosols is known to affect respiratory health. Potential health effects to bioaerosols include allergic asthma, rhinitis, hypersensitivity pneumonitis, chronic obstructive pulmonary disease, and organic dust toxic syndrome, as well as eye and skin irritation. An experimental*

study of airborne endotoxins around composting sites found an association between endotoxin levels and cytokine induction in human cells, suggesting a mechanism for health effects resulting from infection, immune responses, or inflammation."

**Note: The above referenced study by the National Collaborating Centre for Environmental Health titled Odour from a Compost Facility, was submitted to the project team via email. This additional input will be considered and will be responded to in separate correspondence*.

APPENDIX E

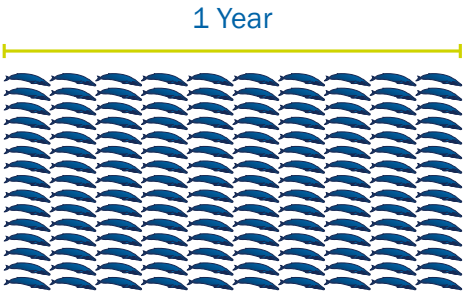
Display Boards Presented at Open House



Overview

A new regional composting facility will facilitate organics collection from 30,000 single family homes in Campbell River, Comox, Cumberland, and Courtenay, starting late in 2021.

The state-of-the-art facility will have the capacity to process 14,500 tonnes of organics each year. That's about the weight of one hundred and fifty blue whales!



14,500 tonnes

=

150 x

Blue whales are the largest known animal to ever inhabit Earth; larger than all known dinosaurs!

Comox Strathcona Waste Management

Managing Solid Waste in the CSWM Service Area

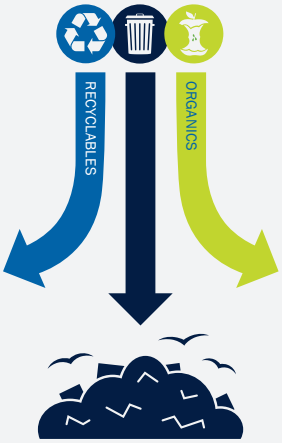
Diverting organics from the waste stream will help meet the goals of the CSWM Solid Waste Management Plan, significantly reducing greenhouse gas emissions and extending the life of the landfill.

Organics, which includes food and yard waste, currently makes up about 30% of the total waste that is landfilled within the CSWM service area.

Current Landfill Waste

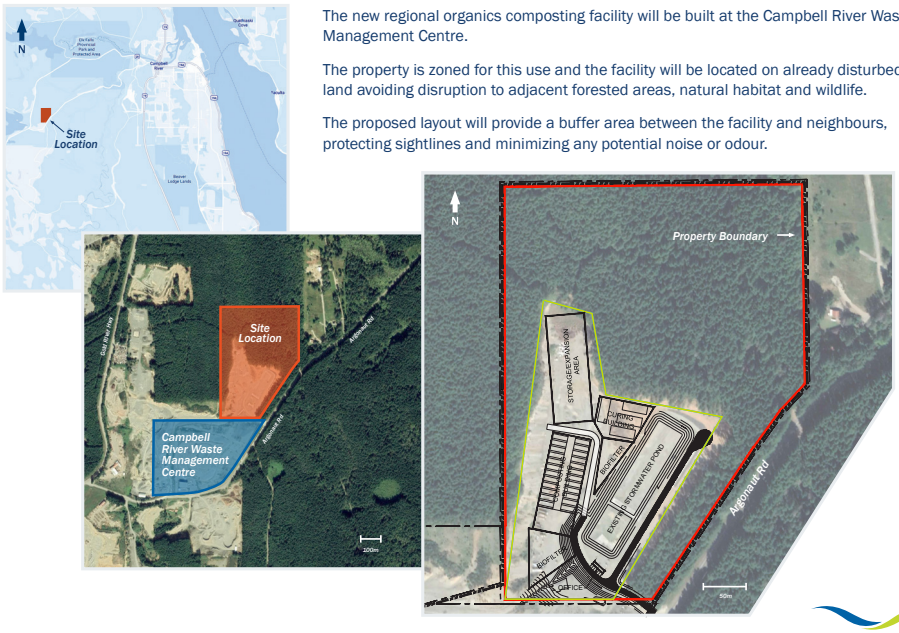
A new regional composting facility provides an opportunity to repurpose organic material into compost for agricultural and landscaping use.

Solid Waste Diversion Channels



Comox Strathcona Waste Management

Where the New Facility will be Located



The new regional organics composting facility will be built at the Campbell River Waste Management Centre.

The property is zoned for this use and the facility will be located on already disturbed land avoiding disruption to adjacent forested areas, natural habitat and wildlife.

The proposed layout will provide a buffer area between the facility and neighbours, protecting sightlines and minimizing any potential noise or odour.

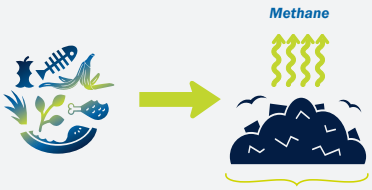
Comox Strathcona Waste Management

Benefits of Composting

Diverting organics helps extend the life of regional landfills, reducing the cost and environmental impact of creating new landfills.

When buried in a landfill, decomposing food and yard waste produces methane gas, a key contributor to greenhouse gas emissions and climate change.

When Organics Go To Landfill



Organic waste in landfill is starved of oxygen as it decomposes. This results in the production of methane, which is a more potent greenhouse gas than carbon dioxide.

The composting facility will re-purpose organic material into a nutrient rich compost for use in agriculture and landscaping.

Replenishing the soil, enriching plant health, and promoting garden sustainability are some of the ways composting gives back to the Earth.

Healthy soil reduces the need for chemical fertilizers, unnatural methods of soil enrichment, and toxic pesticides that are harmful to our environment, health, and food.

Comox Strathcona Waste Management

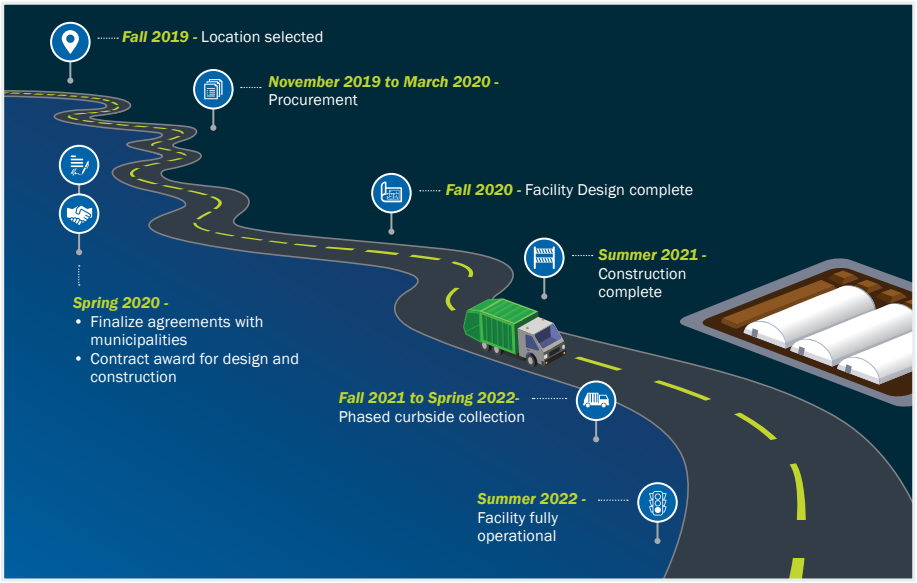
Organic Materials that will be Accepted

The following are examples of organic materials that will be collected and will no longer go in the garbage:

- Breads, Baked Goods, Pasta, Rice, and Grains
- Fruits and Vegetables
- Egg and Nut Shells
- Solid Dairy Products
- Soiled Paper Products
- Meat, Bones, and Fish
- Leftover or Expired Cooked Foods
- Cut Flowers
- Yard Waste (grass clippings, leaves, small branches)

Comox Strathcona Waste Management

Road to Regional Organics



Comox Strathcona Waste Management

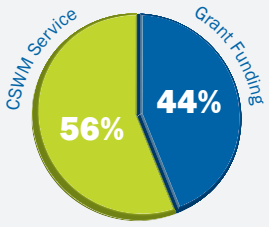
How It Will be Funded

Capital cost estimates for the regional organics facility in Campbell River and a transfer station at the Comox Valley Waste Management Centre:

New Building Canada Grant	$5.5 million
Organics Infrastructure Program	$909,630
Reserves and Tipping Fees	$8.3 million
Total Capital Cost Estimate	**$14.7 million**

These amounts are reflected in the preliminary 2020-2024 Financial Plan.

Funding Sources:



Funding Partners:

Canada | British Columbia

Comox Strathcona Waste Management

Public Engagement

A common understanding of public engagement is important to help ensure we are working towards common goals. The following table illustrates the goals and promises associated with different levels of engagement.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	*To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. Infrastructure Program grant.*	*To obtain public feedback on analysis, alternatives and/or decisions.*	*To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.*	*To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.*	*To place final decision making in the hands of the public.*
Promise to the Public	*We will keep you informed.*	*We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.*	*We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.*	*We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.*	*We will implement what you decide.*

INCREASING IMPACT OF THE DECISION

The public engagement to support the design and operations of the regional composting facility falls under *Inform-Consult.*

iap2 international association for public participation CANADA – WILD ROSE

Your feedback will be used to help us:

- *Design the best facility that we can*
- *Mitigate impacts to the community*
- *Communicate with residents effectively about the project*

Comox Strathcona Waste Management

Community Benefits

What do you feel are the greatest benefits of a regional composting facility and collection program?

> Share comments that can be posted for others to see:

Comox Strathcona Waste Management

Topics of Importance

Please choose the top three issues that you feel are most important to minimize our impact on the community and the environment.

> Place a dot on the three issues that are most important to you:

Odour	
Pests	
Noise	
Trees & Wildlife	
Traffic	
Water Quality	
Lighting	
Visual Appearance	
Carbon Emissions	
Cost to Taxpayers	
Other	

Anything else to add?

> Share comments that can be posted for others to see:

Comox Strathcona Waste Management

Mitigating Impacts Through Design & Operations

A number of measures are in place to mitigate impacts through the design and operations of the facility.

> Share comments that can be posted for others to see:

Odour The successful management of odour is a high priority and a critical component in the design and operations of this facility. To minimize the impact on residents, odours will be managed within our property boundary. The processing of organic waste will take place within enclosed buildings and air will be treated on site with biofilters. The finished compost will be stored outside and will resemble rich, dark earth.	
Pests The daily processing of organic material indoors not only minimizes odours, but also helps to control rodents and pests. Once the material is placed into an active compost pile, temperatures reach between 50-60 degrees celsius for several days. This environment is inhospitable for mammals and prevents their interest in the material. As the material is moved frequently, animals do not have time to establish a refuge.	
Trees & Wildlife The facility will be located on already disturbed land to avoid disruption to adjacent forested areas and natural habitat. A wooded area will be kept around the facility to mitigate visual impacts. Delivery of compost feedstock and active composting will occur indoors to prevent birds from being attracted to the site. The site will be secured to ensure bears do not frequent the area and become a nuisance.	

What do you think? Is there anything else you'd like to see?

Comox Strathcona Waste Management

Mitigating Impacts

A number of measures are in place to mitigate impacts through the design and operations of the facility.

> Share comments that can be posted for others to see:

Traffic There are almost no road improvements required and traffic impacts will be minimal, as organic waste collection will integrate with the existing garbage collection system. The main access to the site will be from Hwy 28, which will not affect most neighbouring properties on Argonaut Road.	
Lighting & Noise The current design creates the greatest buffer area possible between the facility and neighbours, protecting sightlines and minimizing light and noise.	

What do you think? Is there anything else you'd like to see?

Comox Strathcona Waste Management

Mitigating Impacts

A number of measures are in place to mitigate impacts through the design and operations of the facility.

> Share comments that can be posted for others to see:

Groundwater Water use on-site will be managed carefully and will not impact groundwater quality or supply. There will be no discharge to the environment during the composting process. Best practice involves clear separation of areas where leachate is generated and areas where stormwater is collected and drained. Leachate is water that comes into contact with organic waste. Stormwater is all water that drains from structures, covered areas, roads and areas that are not used for waste processing or storage. Leachate will be collected and reused as part of the composting process. Excess water will be stored in a sealed tank and trucked offsite for treatment. Clean stormwater will be collected in a management pond and re-infiltrated into the ground. As part of the operation of the landfill, the CSWM service undertakes an extensive annual water monitoring program. Groundwater monitoring reports are available at ***www.cswm.ca/campbellriver***	

What do you think? Is there anything else you'd like to see?

Comox Strathcona Waste Management

Communication Preferences

As we work towards introducing the new residential organics collection program, we want to tailor our communications to the needs and preferences of our residents.

What is the best way to keep you informed about composting and waste management?

> Place a dot on your top three preferences:

Local Radio	
Local Newspaper	
CVRD Twitter	
CVRD Facebook	
Open Houses	
CSWM Website	
E-Newsletter	
Direct Mail	
Other	

> Share "other" examples:

Comox Strathcona Waste Management

APPENDIX C

Endorsements and Support

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Strathcona Waste Management

File: 5360-30/Organics

April 9, 2020

Sent via email only: deborah.sargent@campbellriver.ca

Deborah Sargent
City Manager
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7

Dear Ms. Sargent:

Re: Regional Organics Composting Project – Request for Feedstock Commitment

I recognize that this letter comes at a time when the COVID-19 pandemic is imposing considerable impacts on local government. Please consider this request within the context of your current emergency management priorities and thank you in advance for your attention to this matter.

Since our May 4, 2018 letter requesting the City of Campbell River to commit to delivering residential food and yard waste to the Regional Organics Compost Program (the Program) as per option F ($7.05 per household per month), the locations of the composting facility and the transfer station have been approved by the Comox Strathcona Waste Management service (CSWM) Board (Board). The Board at its regular meeting held on November 14, 2019 passed the following motion:

> "*That the regional organics processing facility shall be located at the Campbell River Waste Management Centre – Block J and the regional organics transfer station shall be located at the Comox Valley Waste Management Centre*"

According to the latest cost estimates, the municipal cost estimates range from $6.95 to $7.89 per household per month. This is based on tipping fees of $125 to $155 per tonne depending on expenses to be included in the cost recovery model.

In order to advance the Program, the CSWM service requires a commitment from the City of Campbell River regarding the residential food and yard waste that will be diverted and delivered to the Program.

We ask that you confirm your commitment to provide comingled food and yard waste to the Program as per the range of estimated tipping fee provided above. As the project progresses, costs will be further refined and presented to the participating municipalities. Construction is expected to be completed in the fall of 2021 and the commissioning of the composting facility to be completed in spring 2022.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer

cc: Marc Rutten, General Manager Engineering Services
Ron Neufeld, Deputy City Manager, City of Campbell River

City of Campbell River

File: 0400-60/Campbell River

JUN 29 2020

To: Dyson, Warren MARTENS

cc: Dennis, Rutten

Sent via email

June 23, 2020

Comox Strathcona Waste Management
770 Harmston Avenue
Courtenay, BC V9N 0G8

Attention: Russell Dyson, Chief Administrative Officer

Dear Mr. Dyson:

Re: Regional Organics Composting Program-Feedstock Commitment

I would like to confirm that at its June 15th meeting, City Council received your correspondence requesting a commitment from the City of Campbell River to provide comingled food and yard waste to the Regional Organics Compost Program and passed the following resolution:

THAT the City write to Comox Strathcona Waste Management confirming the City of Campbell River's commitment to the curbside yard and food waste collection program;

AND THAT the City request that the Comox Strathcona Waste Management continue to refine the cost projections.

If you have any questions or require additional information, please contact Drew Hadfield, Director of Operations at 250-286-5783 or email drew.hadfield@campbellriver.ca

Yours truly,

Tracy L. Bate
Deputy City Clerk

TLB/je

cc: Drew Hadfield, Director of Operations

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Strathcona Waste Management

File: 5360-30/Organics

April 9, 2020

Sent via email only: dallen@courtenay.ca

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Dear Mr. Allen:

Re: Regional Organics Composting Project – Request for Feedstock Commitment

I recognize that this letter comes at a time when the COVID-19 pandemic is imposing considerable impacts on local government. Please consider this request within the context of your current emergency management priorities and thank you in advance for your attention to this matter.

Since our May 4, 2018 letter requesting the City of Courtenay to commit to delivering residential food and yard waste to the Regional Organics Compost Program (the Program), as per option F ($7.05 per household per month), the locations of the composting facility and the transfer station have been approved by the Comox Strathcona Waste Management service (CSWM) Board. The Board at its regular meeting held on November 14, 2019 passed the following motion:

> "*That the regional organics processing facility shall be located at the Campbell River Waste Management Centre – Block J and the regional organics transfer station shall be located at the Comox Valley Waste Management Centre*"

According to the latest cost estimates, the municipal cost estimates range from $6.95 to $7.89 per household per month. This is based on tipping fees of $125 to $155 per tonne depending on expenses to be included in the cost recovery model.

In order to advance the Program, the CSWM service requires a commitment from the City of Courtenay regarding the residential food and yard waste that will be diverted and delivered to the Program.

We ask that you confirm your commitment to provide comingled food and yard waste to the Program as per the range of estimated tipping fee provided above. As the project progresses, costs will be further refined and presented to the participating municipalities. Construction is expected to be completed in the fall of 2021 and the commissioning of the composting facility to be completed in spring 2022.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer

cc: Marc Rutten, General Manager Engineering Services
John Ward, Director of Legislative Services, City of Courtenay

THE CORPORATION OF THE CITY OF COURTENAY

Office of the C.A.O.
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Phone 250-334-4441
Fax 250-334-4241
email: info@courtenay.ca

City File No: 5360-06 / 0470-20

Sent via email only: rdyson@comoxvalleyrd.ca

April 16, 2020

Russell Dyson
Comox Valley Regional District
770 Harmston Avenue
Courtenay, B.C. V9N 0G8

Attention: Russell Dyson, Chief Administrative Officer

Dear Mr. Dyson:

Re: Regional Organics Composting Project - Request for Feedstock Commitment

Thank you for your letter dated April 9, 2020 requesting commitment from the City of Courtenay for the Regional Organics Composting Program and Comox Strathcona Waste Management (CSWM) service.

I can confirm that the City of Courtenay will be prepared to deliver residential curbside organics (comingled food and yard waste) to the facility beginning April 2022 as per the range of estimated tipping fees and cost recovery model referenced in your letter.

Sincerely,

David Allen
Chief Administrative Officer,
City of Courtenay

cc: Trevor Kushner, Deputy CAO
Jennifer Nelson, Director of Financial Services

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Strathcona Waste Management

File: 5360-30/Organics

April 9, 2020

Sent via email only: cpostings@cumberland.ca

Clayton Postings
Chief Administrative Officer
Village of Cumberland
Box 340 - 2673 Dunsmuir Ave
Cumberland BC V0R 1S0

Dear Mr. Postings:

Re: Regional Organics Composting Project – Request for Feedstock Commitment

I recognize that this letter comes at a time when the COVID-19 pandemic is imposing considerable impacts on local government. Please consider this request within the context of your current emergency management priorities and thank you in advance for your attention to this matter.

Since our May 4, 2018 letter requesting the Village of Cumberland to commit to delivering residential food and yard waste to the Regional Organics Compost Program (the Program) as per option F ($7.05 per household per month), the locations of the composting facility and the transfer station have been approved by the Comox Strathcona Waste Management service (CSWM) Board (Board). The Board at its regular meeting held on November 14, 2019 passed the following motion:

> "*That the regional organics processing facility shall be located at the Campbell River Waste Management Centre – Block J and the regional organics transfer station shall be located at the Comox Valley Waste Management Centre*"

According to the latest cost estimates, the municipal cost estimates range from $6.95 to $7.89 per household per month. This is based on tipping fees of $125 to $155 per tonne depending on expenses to be included in the cost recovery model.

In order to advance the Program, the CSWM service requires a commitment from the Village of Cumberland regarding the residential food and yard waste that will be diverted and delivered to the Program.

We ask that you confirm your commitment to provide comingled food and yard waste to the Program as per the range of estimated tipping fee provided above. As the project progresses, costs will be further refined and presented to the participating municipalities. Construction is expected to be completed in the fall of 2021 and the commissioning of the composting facility to be completed in spring 2022.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer

cc: Marc Rutten, General Manager Engineering Services
Rachel Parker, Corporate Office, Village of Cumberland

Corporation of the
Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, B.C.
V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321

File No. 0400-61

May 26, 2020

By email: twarnes@comoxvalleyrd.ca

Russell Dyson, Chief Administrative Officer
Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC V9N 0G8

Dear Russell,

Re: Regional Organics Composting Project Commitment Request

This letter is in regards to the communication received from yourself dated April 9, 2020, which requested that the Village of Cumberland provide a commitment toward the Regional Organics Program. Council has authorized myself to extend a commitment to the program and that future residential food and yard waste will continue to be delivered to the regional organics program.

The Village looks forward to working with the CVRD as this program moves forward and we thank you and the team at the CVRD for the work they have done on this project.

Sincerely,

Clayton Postings
Chief Administrative Officer

c. Marc Rutten, General Manager Engineering Services at jwallis@comoxvalleyrd.ca

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Strathcona Waste Management

File: 5360-30/Organics

April 9, 2020

Sent via email only: akenning@comox.ca

Al Kenning
Interim Chief Administrative Officer
Town of Comox
1809 Beaufort Avenue
Comox BC V9M 1R9

Dear Mr. Kenning:

Re: Response to Town of Comox August 2018 Letter

The Comox Valley Regional District acknowledges receipt of the Town of Comox's (Comox) letter dated August 23, 2018. In the letter, Comox Council expressed conditional support to the Regional Organics Program and option F, subject to the completion of detailed cost comparative analysis and consideration for regional compost facility in the Comox Valley, or smaller facilities in Campbell River and Comox Valley, versus solely locating the compost facility in Campbell River at the Norm Wood Environmental Centre.

The Comox Strathcona Waste Management Service (CSWM) Board (Board) at its regular meeting held on February 7, 2019, passed the following motion:

> *"That the Comox Valley Regional District (Comox Strathcona Waste Management) Board direct staff to analyze and compare sitting of the Comox Strathcona Waste Management organics processing facility, at both the Norm Wood Environmental Centre and Campbell River Waste Management Centre – Block J."*

Furthermore, the Board at its regular meeting held on November 14, 2019, passed the following motion:

> *"That the regional organics processing facility shall be located at the Campbell River Waste Management Centre – Block J and the regional organics transfer station shall be located at the Comox Valley Waste Management Centre."*

Based on the direction from the CSWM Board stated above, staff did not complete the analysis that was requested by the Town of Comox Council.

Now that the Board has approved the organics processing facility to be sited at the CRWMC-Block J, and the organics transfer station to be sited at the Comox Valley Waste Management Centre, the CSWM service requires participating municipalities to divert and deliver organic feedstock to the program. A separate letter will be sent to all participating municipalities in regards to this request.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer

cc: Marc Rutten, General Manager Engineering Services
Shelly Russwurm, Corporate Officer, Town of Comox

TOWN OF COMOX

File No: 5360-02

May 22, 2020

Mr. Russell Dyson
Chief Administrative Officer
Comox Valley Regional District
770 Harmston Avenue
Courtenay BC V9N 0G8

Sent via email: rdyson@comoxvalleyrd.ca

Dear Mr. Dyson:

Thank you for your April 9, 2020 email requesting commitment from the Town of Comox for the Regional Organics Compost Program.

Please be advised that Council received your request at its regular meeting of May 6, 2020 and passed the following resolution:

That the Town of Comox commit to providing residential, comingled kitchen and yard waste to the regional organics transfer station located at the Comox Valley Waste Management Centre, in support of the Comox-Strathcona Waste Management's Regional Organics Compost Program.

If you require anything further, please do not hesitate to contact me at 250.339.2202.

Yours truly,

Jordan Wall
Chief Administrative Officer

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla … Hay ch q' a'

Comox Strathcona Waste Management

COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, March 12, 2020
Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on March 12, 2020 at the Enterprise Centre located at 900 Alder Street, Campbell River, BC commencing at 9:30 am.

MINUTES

Present:

Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	J. Abram	Discovery Islands - Mainland Inlets (Area C)
	N. Anderson	Cortes (Area B)
	M. Babchuk	City of Campbell River
	C. Cornfield	City of Campbell River
	D. Frisch	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	A. Hamir	Lazo North (Area B)
	A. Adams	City of Campbell River
	W. Cole-Hamilton	City of Courtenay
	B. Unger	Village of Gold River
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
	W. Morin	City of Courtenay
Alt. Directors:	B. Ives	Village of Sayward
	L. Llewellyn	Village of Tahsis
	C. Evans	City of Campbell River
	A. Bissinger	Town of Comox
	N. Minions	Town of Comox
Staff:	B. Dunlop	Corporate Financial Officer
	R. Dyson	Chief Administrative Officer
	M. Rutten	General Manager of Engineering Services
	J. Martens	Manager of Legislative Services

Absent:

Directors:	J. Colborne	Village of Zeballos
	R. Kerr	City of Campbell River
Alt. Directors:	S. Sullivan	Village of Cumberland

CALL TO ORDER AND APPROVAL OF THE AGENDA:

D. Hillian/W. Cole-Hamilton: THAT the agenda be approved as presented.
208 Carried

ADOPTION OF MINUTES:

E. Grieve/A. Bissinger: THAT the minutes of the Comox Strathcona Waste Management Board meeting held February 13, 2020 be adopted.
208 Carried

REPORTS:
COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES

B. Unger/D. Frisch: THAT the Comox Strathcona Waste Management Advisory Committee minutes dated February 27, 2020 be received.
208 Carried

CSWM COMMUNICATIONS AND EDUCATION REPORT

W. Cole-Hamilton/A. Adams: THAT the report dated March 3, 2020 regarding information on the public education-focused elements of the Comox Strathcona Waste Management 2020 budget, which includes various advertising, communications, and community engagement strategies be received.
209 Carried

C. While, External Relations Manager, presented information regarding the public education-focused elements of the Comox Strathcona Waste Management 2020 budget.

2020-2024 PROPOSED FINANCIAL PLAN – CSWM SERVICE FUNCTION 391

D. Arbour/D. Hillian: THAT the report dated March 3, 2020 regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391 be received.
209 Carried

M. Rutten, General Manager of Engineering Services, presented information regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391.

B. Leigh/D. Frisch: THAT the recommended 2020-2024 Financial Plan for the Comox Strathcona Waste Management service, function 391 be approved.
209 Carried *NAY: J. Abram; G. Whalley*

REGIONAL ORGANICS COMPOST PROJECT - MARCH 2020

D. Arbour/W. Cole-Hamilton: THAT the report dated March 3, 2020 regarding an update on the Regional Organics Compost Project and to recommend a targeted amendment of the Solid Waste Management Plan to include the location and capacity of the compost facility and transfer station be received.
209 Carried

M. Rutten, General Manager of Engineering Services, and C. Wile, External Relations Manager, presented an update on the Regional Organics Compost Project.

D. Arbour/E. Grieve: THAT following advice from the Ministry of Environment and Climate Change Strategy, the Comox Strathcona Waste Management Board initiate a targeted amendment of the Solid Waste Management Plan for the Comox Strathcona Waste Management service, to include the location and capacity of the compost facility at Block J in Campbell River and transfer station at the Comox Valley Waste Management Centre.
209 Carried

CLOSED MEETINGS AND CONFIDENTIALITY POLICY

D. Arbour/E. Grieve: THAT the report dated January 28, 2020 regarding the responsibilities, obligations and procedures respecting access to and distribution of confidential meeting agendas, minutes and other materials as part of the conduct of the Comox Valley Regional District (CVRD) Board and its committees and commissions, be received.
208 Carried

CSWM MANAGEMENT REPORT

D. Hillian/D. Arbour: THAT the Comox Strathcona Waste Management Board management report dated March 2020 be received.
208 Carried

NEW BUSINESS:
PAC RECYCLING

D. Hillian/D. Frisch: THAT the correspondence dated March 3, 2020 received from PAC Recycling requesting a letter of support for a fish net recycling project, be received.
209 Carried

D. Hillian/D. Frisch: THAT the Comox Strathcona Waste Management Board provide a letter of support to PAC Recycling for their application for funding from Fisheries and Oceans Canada to recycle fish nets and divert them from local landfills.
209 Carried

TERMINATION:
A. Adams/D. Frisch: THAT the meeting terminate.
208 Carried

Time: 11:03 am.

Confirmed this 25th day of June, 2020:

_____
Michele Babchuk

Co-Chair

Certified Correct:

_____

Jake Martens
Manager of Legislative Services